

TENDER DOCUMENT FOR 20TH TOSHALI NATIONAL CRAFTS MELA

Organised by: Handlooms, Textiles & Handicrafts Department, Govt. of Odisha
Implemented by: State Institute For Development Of Arts & Crafts (SIDAC)

Selection of eligible bidders for “Architect Design, Event Management and Tentage Works for 20th Toshali National Crafts Mela - 2025” at Janata Maidan, Bhubaneswar to be organized from 15th till 27th December- 2025 under the of Handlooms, Textiles & Handicrafts Department, Odisha.

State Institute for Development of Arts & Crafts under the Department of Handlooms, Textiles & Handicrafts, Odisha invites sealed proposal from the eligible bidders for “Selection of Event Management Agency for “Architect Design, Event Management and Tentage Works for 20th Toshali National Crafts Mela - 2025”.

The RFP Document containing detail scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters can be accessed and downloaded from www.sidacodisha.org.in, www.crafts.odisha.gov.in, www.textiles.odisha.gov.in & www.handloom.odisha.gov.in

The key events of the above bidding process are as follows:

Sl. No.	Critical Events	Time Line
1	Date of Issue of RFP	19.10.2025
2	Submission of Pre Bid Queries	27.10.2025 upto 05.00 P.M.
3	Pre Bid Meeting	29.10.2025 at 11.00 AM
4	Issue of Pre-Bid Clarifications	04.11.2025
5	Last Date and Time for Submission of Bid	13.11.2025 up to 4.00 PM
6	Opening of Technical Bid	15.11.2025 at 11.00 AM
7	Technical Presentation	18.11.2025 at 4.00 PM
8	Opening of Financial Bid	Will be intimated during Technical Presentation

The proposal complete in all respect must reach the undersigned through Speed Post/ Registered Post/ Courier only latest by **13.11.2025 up to 04.00 PM** in a sealed envelope clearly mentioning on the top of it **“REQUEST FOR PROPOSAL – Selection of Event Management Agency for “Architect Design, Event Management, Tentage & Other allied Works for 20th Toshali National Crafts Mela - 2025”** to the address mentioned below. The proposals received beyond the last date and time will be outrightly rejected. The authority reserves the right to reject any/all the proposals without assigning any reason thereof.

Member Secretary,
State Institute for Development of Arts & Crafts
Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar
Odisha, 751030, Ph.: 0674 2350318
E.mail: sidacorissa@gmail.com

INDEX

SL. NO.	DESCRIPTION	PAGE
1	BIDDER DATA SHEET	04
2	SECTION -1: LETTER OF INVITATION (LOI)	05-06
3	SECTION -2: INFORMATION TO THE BIDDER	07-21
4	SECTION-3: TERMS OF REFERENCE	22-64
5	SECTION- 4: TECHNICAL PROPOSAL SUBMISSION FORMS	65-72
6	SECTION-5: FINANCIAL PROPOSAL SUBMISSION FORMS	73-76
7	SECTION-6 : ANNEXURES	77-80

DISCLAIMER

This Request for Proposal (RFP) is issued by the State Institute for Development of Arts & Crafts under the Department of Handlooms, Textiles & Handicrafts, Government of Odisha.

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by on behalf of the Authority or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. Member Secretary, SIDAC under the Department of Handlooms, Textiles & Handicrafts, Government of Odisha shall be the sole and final authority with respect to selection of an Agency through this RFP.

BIDDER DATA SHEET

S. N.	Particular	Details
1.	Name of the Client	State Institute for Development of Arts & Crafts under the Department of Handlooms, Textiles & Handicrafts, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	www.sidacodisha.org.in , www.crafts.odisha.gov.in , www.textiles.odisha.gov.in & www.handloom.odisha.gov.in
4.	Date of Issue of RFP	19.10.2025
5.	Deadline for Submission of Pre-Bid Query	27.10.2025 upto 05.00 P.M.
6.	Pre-Bid Meeting	29.10.2025 at 11.00 AM
7.	Issue of Pre-Bid Clarification	04.11.2025
8.	Last Date and Time for submission of Bid	13.11.2025 up to 4.00 PM
9.	Date of opening of Technical proposal	15.11.2025 at 11.00 AM
10.	Date of Technical Presentation	18.11.2025 at 4.00 PM
11.	Date of opening of Financial proposal	Will be intimated during Technical Presentation
12.	Pre-Proposal meeting	A pre-proposal meeting will be held on 24.10.2025 at 11.00 AM in the Conference Hall of Directorate of Textiles & Handlooms, Bhubaneswar. All queries should be received on or before 20.10.2025 upto 05. P.M. on Email sidacorissa@gmail.com in MS Word format addressed to: Member Secretary, SIDAC, Gandamunda, Bhubaneswar – 751030
13.	Bid Processing Fee (Non-Refundable)	Rs.16,000/- INR (Rupees Sixteen thousand) only in shape of Demand Draft in favour of “Member Secretary, SIDAC” drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
14.	Earnest Money Deposit (EMD) (Refundable)	Rs.7,00,000/- INR (Rupees Seven Lakh) only in shape of Demand Draft in favour of “Member Secretary, SIDAC” drawn in any Scheduled Commercial Bank payable at Bhubaneswar
15.	Performance Security	Performance Bank Guarantee amounting to 10% of the contract value from a schedule commercial bank situated in Bhubaneswar in favour of “Member Secretary, SIDAC” as per the format at Annexure-III for a period of 3 months beyond the entire contract period.
16.	Address for Submission of Proposal	Member Secretary, State Institute for Development of Arts & Crafts, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar Odisha, 751030, Ph: 0674 2350318 E mail: sidacorissa@gmail.com
17.	Mode of Submission of Proposal	Mode of Submission: Speed Post/Registered Post/Courier only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
18.	Contact Person	Name: Sri Abhisek Choudhury, Designation: Handicrafts Promotion Officer, SIDAC Mob.: 9861675478
19.	Place of Opening of Technical Proposal:	Conference Hall of Directorate of Textiles & Handlooms, Bhubaneswar

SECTION-1

LETTER OF INVITATION

1. LETTER OF INVITATION

RFP No. 2539

Dated: 18.10.2025

Name of the Assignment:- “Architect Design, Event Management and Tentage Works for 20th Toshali National Crafts Mela - 2025” at Janata Maidan, Bhubaneswar under the Department of Handlooms, Textiles & Handicrafts, Odisha.

SIDAC invites sealed proposal from eligible bidders for “Selection of Agency for “Architect Design, Event Management and Tentage Works for 20th Toshali National Crafts Mela - 2025” at Janata Maidan, Bhubaneswar under the Department of Handlooms, Textiles & Handicrafts, Odisha. More details on the proposed assignment are provided at Section-3: Terms of Reference of this RFP Document.

- I. An Agency will be selected under *Quality and Cost Based Selection (QCBS)* procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha for “Engagement of Consultants” referring to revised OGFR-2024 of Finance Department, Government of Odisha.
- II. The bid/proposal complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of Rs. 16,000/- (Rupees Sixteen Thousand only) towards Bid Processing Fee and a Refundable amount of Rs. 7,00,000/- (Rupees Seven Lakh only) towards EMD in form of Demand Draft in favour of “Member Secretary, SIDAC” drawn in any Scheduled Commercial Bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
- III. The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post/ Registered Post/Courier only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected. The last date and time for submission of proposal complete in all respects is 13.11.2025, up to 4.00 P.M. and the date of opening of the bid is 15.11.2025, 11.00 A.M. in the presence of the bidder/ bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
- IV. This RFP includes following sections:
 - a. Letter of Invitation [Section –1]
 - b. Information to the Bidder [Section –2]
 - c. Terms of Reference [Section –3]
 - d. Technical Proposal Submission Forms [Section – 4]
 - e. Financial Proposal Submission Forms (Section–5)
 - f. Annexure (Section –6)
- V. While all information/ data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept/reject any/all proposals /terminate the entire selection process at any stage without assigning any reason thereof.

Sd/-
Member Secretary, SIDAC

SECTION-2

INFORMATION TO BIDDER

2. INFORMATION TO BIDDER

2.1 Pre-Qualification/ Eligibility Criteria:

Bidders must conform to the eligibility criteria given below and to this effect must produce the required supportive documents/ information as indicated against each as part of their technical proposal:

S. N.	Eligibility Criteria	Supporting Documents Required
1	Single entity legally registered under appropriate authority in India. Consortium or Joint Venture is not allowed. The Bidder must be a Company as registered under Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.	Copy of certificate of Incorporation /Registration of the bidder or any relevant supporting document
2	The bidder must have an average annual turnover of more than Rs.5.00 Crore from consulting business/ event management only during the last three financial years (2022-23, 2023-24 & 2024-25).	Certificate from Statutory Auditor (TECH-3)
3	The Bidder should have positive net worth in the last financial year (FY 2024-25)	Certificate from a Chartered Accountant
4	The bidder must have experience of at least 3 “similar projects/ assignments” (completed) with contract value of the project being not less than Rs.1.00 Cr. during the last 5 years (2020 -21, 2021-22, 2022-23, 2023-24 & 2024-25) under Central/State Govt./Autonomous bodies /PSUs	Copies of Work Orders/ Contract Document / Completion Certificate from the previous Clients
5	The bidder should not have been blacklisted by the Central Government/any State Government or their agencies in India in the last 5 years as on bid submission date.	Self Declaration by the authorized representative on the bidder’s letter head.
6	Bidders participating in the tender must be registered under Odisha GST (OGST) Act.	Copy of the OGSTIN
7	The Bidder must have their Registered Office in Odisha or should have a temporary office set up in Odisha for coordination of the Mela activities most efficiently during implementation of the project.	Copy of Electricity Bill/Telephone Bill/Rent Agreement with the House Owner.

Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- a. Filled in Bid Submission Check List in original (Annexure-I)
- b. Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the bid process.
- c. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- d. Copy of Certificate of Incorporation/Registration
- e. Copy of PAN
- f. Copy of Odisha Goods and Services Tax Identification Number (OGSTIN)
- g. Copies of IT Return for the last three financial years (FY 2022 -23, 2023-24, 2024-25).
- h. General Details of the Bidder (TECH-2)
- i. Financial Details of the bidder (TECH-3) along with all supportive documents such as Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction.
- j. Power of Attorney (TECH- 4) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.
- k. List of completed/ongoing assignments of similar nature (Past Experience Details TECH- 5) along with copies of contracts /work orders/completion certificate from previous Clients.
- l. Undertaking for not having been black-listed by any Central/State Government/Any other Autonomous Body/International & National Organization in the last 5 years.

NB: Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid and Blacklisting accordingly. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

2.2 Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to Rs.16,000/- INR (Rupees Sixteen Thousand) only

in shape of DD from any Scheduled Commercial Bank in favour of “Member Secretary, SIDAC” payable at Bhubaneswar. Proposals received without bid processing fee will be rejected

2.3 Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs. 2,80,000/- (Rupees Two Lakh Eighty Thousand only) in shape of DD from any Scheduled Commercial Bank in favour of “Member Secretary, SIDAC” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the Contract.

The EMD will be forfeited on account of the following reasons:

- 2.3.1 Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- 2.3.2 Bidder does not respond to requests for clarification of its proposal.
- 2.3.3 Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- 2.3.4 If the bidder fails to
 - i. provide clarifications
 - ii. agree to decisions of the contract negotiation meeting,
 - iii. sign the contract in time,
 - iv. furnish required Performance Bank Guarantee.
- 2.3.5 Any other circumstance which holds the interest of the Client during the overall selection process.

2.4 Pre-Bid Meeting:

A pre-bid meeting will be organised by the Client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at (Annexure-II), to Member Secretary, SIDAC through email www.sidacodisha.org.in up to 27.10.2025 upto 05.00 P.M. from the level of the authorized representative of the bidder only. Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting. The pre-bid meeting will be held on 29.10.2025 at 11.00 AM in the Conference Hall of Directorate of Textiles & Handlooms, Bhubaneswar. Representatives (maximum up to 2 members from each bidder) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification/corrigendum shall be deemed to be part of this RFP. Request for alternation/change in existing terms and conditions of the RFP will not be considered /entertained.

2.5 Authentication of Proposal:

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format TECH -4 as provided in the RFP.

2.6 Submission of Proposal:

Bidder must submit their proposals by Registered Post/Speed Post/Courier only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected.

The procedure for submission of the proposal is described below:

2.6.1 Technical Proposal (Original + Soft Copy in word format in pen drive):

The envelope containing technical proposal shall be SEALED AND SUPERSCRIBED as “**Architect Design, Event Management and Tentage Works for 20th Toshali National Crafts Mela - 2025**” under the Department of Handlooms, Textiles & Handicrafts, Odisha. The duly filled -in technical proposal submission forms, soft copy in Word format in pen drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

2.6.2 Financial Proposal (Original):

The envelope containing financial proposal shall be SEALED AND SUPERSCRIBED as “**Financial Proposal – Architect Design, Event Management and Tentage Works for 20th Toshali National Crafts Mela - 2025**” under the Department of Handlooms, Textiles & Handicrafts, Odisha. The duly filled in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in pen drive as part of financial proposal. The "Technical Proposal" and "Financial Proposal" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)".

The second envelope must be marked as “FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)” and it should contain Financial Proposal only. Both the

above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT: RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

2.7 Opening & Evaluation of the proposal :

The FIRST ENVELOPE containing TECHNICAL PROPOSAL will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing FINANCIAL PROPOSAL of the technically qualified bidders will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

2.8 Evaluation of Proposal:

A three stage process will be adopted as explained below for evaluation of the proposals. :

- a. Preliminary Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents/information will be verified:
 - i. Filled in Bid Submission Check List in Original (Annexure-I)
 - ii. Covering letter (TECH-1) on bidder's letterhead requesting to participate in the selection process.
 - iii. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 - iv. Copy of Certificate of Incorporation /Registration
 - v. Copy of PAN
 - vi. Copy of Odisha Goods and Services Tax Identification Number (OGSTIN)
 - vii. Copies of IT Return for the last three financial years (FY 2021 -22, 2022-23, 2023-24).
 - viii. General Details of the Bidder (TECH-2)
 - ix. Financial Details of the bidder (TECH-3) along with all supportive documents as applicable duly signed as per the instruction.
 - x. Power of Attorney (TECH-4) in favour of the person signing the bid on behalf of the bidder.
 - xi. List of completed assignments of similar nature (Past Experience

Details, TECH-5) along with copies of contracts/work orders/completion certificate from previous clients.

- xii. Undertaking for not having been black-listed by any Central/State Government/Autonomous bodies/International & National Organization in last 5 years.
- xiii. All the pages of the proposal and enclosures are signed or not by the authorized representative

Any deviation from the prescribed procedures / formats / conditions / requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be out rightly rejected. All the pages of the proposal must have to be signed with affixation of seal by the authorized representative of the bidder.

- b. Technical Evaluation (2nd Stage): Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Sl. No.	Evaluation Parameters	Maximum Marks
A. Technical Evaluation Criteria		
1	<p>Average Annual Turnover : The bidder must have an average annual turnover of more than Rs. 5.00 Crores from consulting business/ event management only during the last three financial years (2022-23, 2023-24, 2024-25).</p> <ul style="list-style-type: none"> • 5.00 Cr. : 5 marks • 5.00 Cr.- 10.00 Cr. : 10 marks • More than 10.00 Cr - 15.00 Cr. : 15 marks • More than 15.00 Cr. : 20 marks 	20
2	<p>Past Experience : The bidder must have experience of at least 3 “similar projects/ assignments” (completed or ongoing) with contract value of the project being not less than Rs.1.00 Cr. during the last 5 years (2020-21, 2021-22, 2022-23, 2023-24, 2024-25) under Central / State Govt. / Autonomous bodies / PSUs</p> <ul style="list-style-type: none"> • 3 assignments : 20 marks • Each additional assignment : 4 marks (limited to 16 marks) • Extra weightage for assignment/ event organized in Odisha : 4 marks 	40

3	Year of Experience : The organization should have at least 5 years of experience in providing event management services to the Central / State Govt. / Autonomous bodies / PSUs up to 2024-25 (Documentary evidence must be attached). <ul style="list-style-type: none"> • 5 Years : 5 marks • Each additional year : 1 mark (limited to 5 marks) 	10
Sub Total		70
B. Technical Presentation <ul style="list-style-type: none"> • Understanding of Client's needs & Scope of Work • Plan for the event management • Innovation and creativity for this event • Plan of procurement NB: The bidders have to present with the sample of designs, creatives, products to be procured, tentative menu of fooding and quality of the materials specific for this event.		30
Grand Total		100

* Bidders securing 50 marks or above out of the total 70 marks in the technical evaluation criteria (Average Annual Turnover, Past Experience, Year of Experience) will be called for technical presentation.

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders prior to the date of technical presentation. Hence, the bidder should make themselves available for the same. The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 out of 100 in the technical evaluation stage will be technically qualified for opening of the financial proposal.

- c. **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

2.9 Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical

evaluation stage. There shall be 70 % weightage to technical score and 30 % weightage to financial score.

The individual bidder's financial score (SF) will be evaluated as per the formula given below: $SF = [F_{min} / F_b] * 100$ (rounded off to 2 decimal places)

where,

SF= Normalized financial score of the bidder under consideration F_{min} =

Minimum financial quote among the technically qualified bidders F_b = Financial quote of the bidder under consideration

Combined Score (S) = $S_T * 0.7 + SF * 0.3$

Where S_T = Technical score secured by the bidder

The bidder securing the highest evaluated Combined Score (S) will be awarded the Contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the agency including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

2.10 Performance Bank Guarantee (PBG)

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to 10% of the contract value from a Scheduled Commercial Bank situated in Bhubaneswar in favour of "Director of Textiles & Handloom, Odisha Bhubaneswar" as per the format at Annexure-III, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

2.11 Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc. At no stage the negotiated price will be above the bidders quoted price.

2.12 Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. Sub-contracting is not allowed under this assignment under any circumstances.

2.13 Payment Terms:

Sl.No.	Particular	Payment modality
1	Deployment of manpower and mobilizing resources at venue	20%
2	On completion of the event	20%
3	Approval of final expenditure by the committee constituted by Commissioner-cum-Secretary to Govt., H T & H Deptt., Odisha and Chairperson, SIDAC Note: The payment will be released on pro-rata basis of any extra work done.	60%

2.14 Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client, as this would amount to their disqualification and breach of contract.

2.15 Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver

in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

2.16 Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

2.17 Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the client shall be written in the English language only. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern

2.18 Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

2.19 Proposal Forms:

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information.

For all other cases, the bidder should design a form to hold the required information. Any deviation to the prescribed format of the RFP results in rejection of the proposal.

2.20 Local Conditions:

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

2.21 Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

2.22 Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages, and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt. of India. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to a maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

2.23 Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information

acquired in the course of the contract. Any effort by the bidder to influence during the proposal evaluation stage may result in the rejection of the proposal.

2.24 Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Departmental website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

2.25 Client's right to accept any proposal and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/ improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

2.26 Copyright, Patents and Other Proprietary Rights:

Handlooms, Textiles & Handicrafts Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents Copy rights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

2.27 Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

2.28 Arbitration:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Commissioner-cum-Secretary to Govt. Handlooms, Textiles & Handicrafts Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

2.29 Disqualification of Proposal:

The proposal of the bidder is liable to be disqualified in the following cases, as listed below:

- a. Proposal submitted without Bid Processing Fee & EMD as applicable
- b. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- c. During the validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- d. Proposal is received in incomplete form
- e. Proposal is received after due date and time for submission of bid
- f. Proposal is not accompanied by all the requisite documents /information
- g. A commercial bid submitted with assumptions or conditions
- h. Bids with any conditional technical and financial offer
- i. Financial Proposals do not meet the requirement in all aspects
- j. The Financial Proposal is non-reasonable and non-consistent with the quality required
- k. Offered Price are substantial higher than the cost estimate or available budget
- l. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- m. Proposal is not properly sealed or signed
- n. Any deviation in the technical and financial proposal
- o. Proposal is not conforming to the requirement of the scope of the work
- p. Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- q. If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- r. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices

- s. Failure to agree with terms and conditions of the RFP
- t. The quoted professional fee not within the prescribed limit of the RFP.
- u. Any other condition / situation which holds the paramount interest of the client during the overall selection process.

SECTION-3

TERMS OF REFERENCE

3. TERMS OF REFERENCE

Background:

The Toshali National Crafts Mela, started in 2007, is an annual cultural fair organized by the Handlooms, Textiles and Handicrafts Department, Government of Odisha. Held in Bhubaneswar, the mela brings together artisans, weavers, and cultural performers from across India. It showcases the country's rich handloom and handicraft traditions and serves as a platform for cultural exchange and economic empowerment.

Aims and Objectives:

The primary aim of the Toshali National Crafts Mela is to preserve, promote and provide market linkages for traditional Indian handicrafts and handlooms.

Key Objectives:

- i. Promote traditional crafts and handloom heritage.
- ii. Provide market access to rural and tribal artisans.
- iii. Support economic development through direct sales.
- iv. Encourage cultural integration and national unity.
- v. Educate the public on the value of crafts and handlooms.
- vi. Recognize skilled artisans through awards and exposure.
- vii. Boost tourism and promote Odisha's cultural identity.

General Terms & Conditions:

1. The tenderers should visit the work site & ensure about the existing condition of the site, nature of the site, the means of access to the site, the accommodation they may require and in general, obtain all necessary information as to risks, contingencies & other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work.
2. **The work shall have to be executed within Dt.01.12.2025 to 13.12.2025 and handover by 05.00 PM on Dt.13.12.2025.** The tenderer having necessary experience and expertise/competency to execute and complete the work within the stipulated time should participate in the tender process.
3. The duration of the Mela shall be 13 (Thirteen) days. However, in case it is extended up to 3 (three) days, no extra payment shall be made to the Contractor / Decorator. In case, the Mela is extended for more than three days, extra payment for each of the extended days(s) shall be made at the rate not exceeding proportionate cost for 13 (Thirteen) days.
4. *On completion of the Mela, the Contractor / Decorator shall have to take away all the materials within 5 (five) days and shall have to vacate the site, failing which, the contractor shall have to pay the ground rent @ Rs.50,000.00 per day for the extra days beyond the allotted 05 days. The penalty amount claimed by BDA/any statutory*

authority, if any, will also be deducted from the final bill of the Contractor. It is the responsibilities of the Contractor / Decorator to obtain clearance certificate from the Ground Authorities regarding clearance of the ground.

5. The Mela premises shall be formally made available to the Contractor by Mela Authority on, as is where basis is on **01.12.2025**. The construction work must start immediately at site on the same day and be completed and handed over to the Mela Authority formally by **05.00 PM. on dated 13.12.2025** positively. The progress of the work shall be checked and supervised by officers/Architect duly nominated by the Mela Authority of the Event to ensure that the work is done as per the specifications and time schedule. Tenderer shall ensure proportionate progress to complete the work as per the time schedule.
6. For each hour of delay beyond 05.00 P.M. of 13.12.2025, Rs. 25,000.00 per hour shall be charged as penalty. Further, in case any portion of work is not completed as per the specifications laid down and handed over to the Mela Authority on the due date & time i.e. 5 PM. on 13.12.2025, penalty @ 5% on the total value of work allotted/awarded will be imposed per day by the Mela Authority till completion of the job.
7. The Contractor / Decorator will be responsible for up keep and maintenance of the entire work done by him till the closing of the Mela, for which, no extra payments shall be made. He shall, therefore, have to ensure adequate number of carpenters/helpers to the satisfaction of the Mela Authority/Architect of the Event. Breakages and damages in any work shall immediately be settled and no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities. Lay out plans etc. of the site shall be provided by the Architect of the Event/Infrastructure committee of the Mela Authority. Mela Authority reserves the right to reject any or all tenders without assigning any reason or to accept any portion of the tender and award the remaining work to any other Contractor / Decorator.
8. Proper signages to be provided as per the requirement and as directed by mela authority without any extra cost. The design of the signages should be collected from the Architect and shall be provided at the locations as directed.
9. Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. A representative conducting negotiations on behalf of the bidder must have the written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.
10. No part of the contract will be sub-let without the prior written permission of the Mela Authority.
11. It shall be the responsibility of the successful Tenderer to obtain requisite permission for water, electricity power, and other essential connections/services at the Mela Ground for the duration of the Mela i.e. from the date, the ground is handed over to the contractor / decorator for construction till the date the ground is handed over back to the Local Authority from whom it has been taken on rent. It shall also be responsibility of the contractor /decorator to liaison with the concerned authorities and arrange all the PH, electrical connection and other amenities that may be required for running of the Mela. However, security deposits, if required, shall be made by the Mela Authority. Letters to the concerned authorities shall also be addressed by the Mela Authority. Security deposits, installation charges and consumption charges for

all PH and electrical connections for the duration of the Mela shall be paid by the Mela Authority, the contractor / decorator will however, have to pay all installation & consumption charges, both PH and electrical for the duration he takes over the ground to the time, he formally hands over the complete work of the Mela to the Mela Authority.

12. The contractor shall execute the work confirming to the requirements of fire safety guidelines of NBC/Local fire authority and shall obtain the required clearance certificate from the fire authority for the infrastructure erected at the Mela ground at his own risk. However, the required correspondences shall be provided by the Mela Authority to the contractor.
13. In regard to electrical fittings etc, the contractor shall have to engage qualified licensed Electrician / Contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
14. In regard to sweeping and cleaning services etc. the contractor shall have to engage experienced and licensed agencies to provide such services on behalf of the contractor.
15. The contractor shall not use any materials other than those specified in tender without the prior permission of the Mela Authority/Architect of the Mela.
16. The contractor shall have to obtain the required structural stability certificate from the competent authority for the infrastructures erected at the Mela ground at his own risk. However any correspondence required from the Mela authority will be provided to the Contractor/Decorator.
17. All the Tenderers should fill the rate tendered in figures as well as in words. The unit rate should be for the entire period of the mela unless otherwise mentioned. The tender form may be filled in English and all entries made by hand and written in ink. Over writings in rate is not permitted. All corrections should be attested by the tenderers with his initials as many times as corrections occur. **Each page of the tender document and other related papers submitted there-with should be signed by the Tenderers along with page number.** Any discrepancy in the rates written in figures and words, then rates written in word is final. Similarly discrepancy in the rates quoted for unit rate and total amount, and then the rate quoted for unit is final.
18. The Mela 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 Godown of tenderers by nominating a Committee to ascertain the credibility of the firm. Further the undersigned/Mela Authority reserves the right to reject any or all tenders without assigning any reasons. Conditional tender in any form whatsoever will not be qualified/ considered and will be liable for outright rejection.
19. The successful Tenderer shall have to arrange sanitary and water supply arrangements for his/their workers to avoid unhygienic condition inside the Mela ground.
20. The Earnest/Security Money of successful Tenderer will be retained for successful completion of the contract and shall be returned only after Mela is over.
21. The cultural programme shall be conducted by running generator and the same is to be provided by the contractor / decorator as per requirement.
22. All the items of works shall be executed as per the direction of the Architect appointed by the Mela Authority and the decision of the Architect as regards to design concept is final and binding on the contractor / decorator. The drawings provided in the tender document are conceptual only and may vary during execution as per site

condition or requirement of the Mela Authority and the contractor shall have to execute the works accordingly without any extra claims.

23. The Tenderers are required to **quote their rates per unit for entire period of the Mela.**
24. The contractor / decorator shall have to liaison and obtain the required clearance of Fire, Police and Structural stability etc. from competent authorities. However, required letters to the concerned authorities shall be addressed / issued by the Mela Authority.
25. The agency should not have been indulged or convicted by any court of law. No adverse orders should have been passed against the agency by any Government authorities. No investigation by any authority as stated above should be pending against the agency.
26. Income tax as applicable shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
27. No modification to the bid documents shall be allowed once it is received by the authority.
28. If the Layout or Quantity of stalls changes due to any Pandemic/Natural Calamities situation, The Designated Committee will negotiate and decide. The Decision of the committee will be final and binding.
29. **Special Clause of Pandemic/ Natural Calamities**
The contractor / decorator will have to go through all the precautions and shall have to obey all the latest Pandemic/ Natural Calamities guidelines, as issued by Govt. of India, Govt. of Odisha & BMC. However if any changes to the layout plan, cancellation to any or whole part of the work need to be done, the contractor will have to agree without seeking any financial claim.
30. Experience with Joint Venture is not acceptable.
31. The cultural programme shall run/conduct through DG Set only.

Any component not attended/provided in a specific item shall be treated as incomplete items of work and penalty will be imposed as per the norms of the tender.

STANDARD SPECIFICATIONS FOR THE ARCHITECT DESIGN, INTERIOR AND EXTERIOR DECORATION WORK OF THE 20th TOSHALI NATIONAL CRAFTS MELA.

Prepare the architect layout, elevation, section, 2D & 3D design drawing of the EVENT. The tentative components are as follows.

S.N.	Items of the event	Quantity
(A)	Logistic supports	
1.	Stall for Fire, First Aid, Ambulance, Bank ATMs (2), Service provider, Registration counter (3), Police/ Traffic size (15'x10'), Help desk for universal accessibility etc.	12 Nos
2.	Control Room, Fair Office & Chairman chamber (60' x 30') with 3 Nos. of attached Toilets	1 Nos
3.	Conference Hall (40' x 30') with toilet to take up activities like buyers sellers meet, VIP and press lounge	1 Nos
4.	VIP lounge with toilet near stage (24'x20')	1 No
5.	Mother and baby care room with toilet (30'x 10')	1 Nos
(B)	Educational and Informatics supports	
1.	Educational / Institutional stalls (10' x 10')	5 Nos
2.	Stall for GOI organizations (15' x 10')	25 Nos
(C)	Handicrafts and Handloom Stalls	
1.	Handicraft Stall (10'x 10')	400 Nos.
2.	SIDAC (40'x20')	1 No
3.	Utkalika Stall (60'x 20')	1 No
4.	Demonstration kiosks for students of SIDAC to showcase craft activities 10'x10' or as required for design as per space	4 No
5.	Handicrafts Demo (300 Sqft)	1 No
6.	Stall for Designer's collection (Handicrafts- 600 sqft)	1 No
7.	Handloom Stall (10' x 10')	200 No
8.	Boyanika Stall (60' x 20')	1 No
9.	Sambalpuri Bastralaya Stall (40' x 20')	1 No
10.	Amlan Stall (40' x 20')	1 No
11.	Stall for OAWL, Bhagamunda TRCS, Jail & Specially abled- Size (12' x 10')	4 No
12.	Handloom Demo - 300 Sqft	1 No
13.	Exclusive stall for Men's wear- (50' x 20') with trial room	1 No
(D)	Food and Refreshment	
1.	Food stall (12'x10') with Kitchen (12'x10')	35 No
2.	Water kiosk (8'x8')	2 No
3.	Tea & Juice stall (10'x10')	2 No
4.	Dining hall with Kitchen (800 Sqft) to accommodate 50 persons at a time	1 No
5.	Open Cooking space for 100 participants (Approx. 1000 sqft with signage)	1 No
(E)	Theme Pavilion* 4000 sqft. (Handicrafts & Handlooms of Odisha) design of interior and exterior	1 No
(F)	Gates and Barricades :	9 Nos.
	i. Main gate: 1 No (inside) ii. Road side gates : 3 Nos iii. Swosti premium side gate : 1 No iv. Decoration of existing gate: 1 No v. Exit gates: 2 nos (food court & cultural stage) vi. Gandhi Park Gate: 1 nos vii. Barricades	
(G)	Selfie Points (Handicrafts & Handlooms theme based)	4 Nos.
(H)	Cultural supports	
1.	Main stage (80' x 60' x 6') with raiser for the musicians on both side of the stage, seating capacity of 2000 audiences.	1 No
2.	Green room (20'x 15') with drawing room(20'x15') with attached Toilets	3 Nos.
3.	Mini Stage	1 No
(I)	PH and Sanitation	
1.	Toilet block for participants separately for gents and ladies to accommodate 70 persons at a time.	2 Nos. of

		blocks
2.	Toilet block for visitors separately for gents and ladies (10 nos. for gents, 10 nos. for ladies, 1 no. of toilet for differently abled)	4 Nos. of blocks
3.	Sanitary, Water Supply and waste management system	
(J)	Parking	
1.	Design of parking area for two/four wheelers	
2.	Parking and traffic regulatory management.	
(K)	Illumination and sound system	
1.	Proper sound system and sufficient light Arrangement for proper illumination of the Mela area, parking area, services area etc. with position of Sound Systems & Light posts etc.	
2.	General Ambience creation decoration of Mela ground	
3.	Design for light towers	
(L)	Designs of the fascia, banners, posters, hoardings, publicity materials, covid guideline etc.	
(M)	Children play Zone	
(N)	Design of signage with location plan	
(O)	Engagement of one Architect and one Designer	

INTERIOR AND EXTERIOR DECORATION WORK

The structures should be steady and neatly finished. The basic structure of tentage work is to be constructed with Bali Pillars and the rafter and purlins with bamboo at a distance not less than 2' in confirmation with drawings. The roof is to be covered with good quality tarpaulin and roofing material as specified in drawings / schedule and should be without any imperfection and holes to prevent leakages of water in the advent of rains in order to protect the products of the participants. Sufficient slope (in four sides) is to be provided to ensure water drainage in case of rains. The bottom platform is to be made with wooden blocks provided in the grid of 1' 6" x 1' 6" of required height from the ground, top covered with 19 mm thick block board/ ply covering properly leveled and smooth finished for carpeting should be constructed with proper nailing and enough strength to withhold the anticipated load of crowd to the mela . The approved quality new synthetic carpet should be laid over the platform. The gap between ground and platform should be covered with 4 -mm ply/cloth with painting according to design or as directed by Mela Authority/Architect of the Event.

All visible stall sides/ backsides to be covered with painted/designed with motifs of approved design
duly framed using designed flex/ cloth/ hessian cloth etc. with required painting work etc as per the instruction of mela authority/ architect.

The back, side walls should be made of 4'x4' frame work of not less than 2" x 2" wooden battens properly nailed vertical and horizontal member covered with 4 mm. Ply board on both sides painted or cloth finished as per approved drawings. The partition walls to be erected with approved colour with two-side ply/ new clothes. The minimum height of the walls from platform should be as per drawing. The new cloth ceiling of approved shade/colour with necessary wooden frame work should be fixed at appropriate height. A step at the entrance should be provided to enable the visitors to the Mela in case it is required. The frontage and top covering should be provided in conformity to the approved designs with required POP and painting works.

Sale counter and cash counter is to be fabricated either with iron folded table or with 18 mm. Commercial block board/wooden post and shelve/similar nature of materials as per site requirement and properly painted/covered with approved shade, colour or fabric or any other approved material as per approved drawing/as directed by the Architect/Mela Authority.

Storage racks should be provided in each stall/pavilion and should be fabricated either with iron folded racks or with commercial block board/wooden post and shelves/similar material or three tier storage racks covering with new cloth as specified in drawings or as directed by the Architect/Mela Authority. All the cloth / fabrics for use are to be approved by the mela authority/ architect prior to use.

The State name and Stall serial number of the stalls shall be written on vinyl stickering over sun board both Odia and English and fixing the board to the stall fascia conforming to the design or as directed by the Architect/Mela Authority.

Adequate nos. of Fire Extinguishers as approved by Fire Authority shall have to be installed both for common and electrical fire safety. Similarly, adequate nos. of buckets (specially designed for firefighting) containing water and sand to be installed. They should be installed at places as directed by the Fire Authority with 10 (Ten) nos. of trained fire personnel. The electrical installation must conform to relevant IS Code and the work should be carried out only by the competent licensed Electrical engineer.

The Contractor shall have to obtain the Fire Safety Certificate at his own risk from the concerned fire authority. Electrical light and fan fittings to be provided with necessary wiring on main line separately for (a) fan (b) light (c) night lamp, distribution and point wiring including switch, main switch etc., using ISI standard wire and light fittings complete as may be approved by the local electrical authority. All fittings should be properly focused to enable enough/proper lighting at the sales counter and general lighting at the stall/pavilion.

The nos. of electrical fittings will be provided as specified in tender schedule under the items of the works or as directed by the Architect/Mela Authority. Contractor should provide requisite number of Inverters as stand by so as to provide connections to the number of lights as required for stage, VIPs Lounge and Control room, in the case of power failures. Cost of the inverters should be covered while quoting per sq. ft. rate for such items. The capacity of the invertors must be such as to meet the load of the above requirement.

All electrical works including fittings and fixtures and wiring must be done through a licensed Electrical Contractor borne in the current approved list of PWD (Electrical/CPWD, etc) who will submit and obtain necessary approvals and submit TEST CERTIFICATE to Executive Engineers, TPCODL / Electrical Inspector Govt. of Odisha for Electrical Power connections.

The Contractor shall quote rental for the following items for the duration of the Mela. The rental shall be inclusive of all wiring, trenches inclusive of all cabling from transformer to main panel, sub panels to boards, distribution boards for each cluster of shops to main switch for three phase meter for requisite power load inclusive of all equipment structures and fittings as required for the electric supply and connections from the supply terminal to and inclusive of distribution board for a cluster of shops as approved. Power supply from the transformer(s) shall also be the responsibility of the contractor. He shall also supply fix and maintain HRC fuses. TP switches fuse kits, DP switch fuses, porcelain Kit-kat etc., required for the distribution of power to individual shops through separate panel boards of the cluster. Complete safety measures shall be adopted and all cable joints etc., properly earthed with copper conductor and sufficient earthing pits provided under direction and approval of the Mela Authority/TPCODL. The rental shall include constant attendance of the qualified and experienced electrician for the maintenance and service (entirely at the cost of the contractor) as required, i.e . minimum 6 numbers of electrician in A shift (5 am to 1 pm), 15 numbers of electricians in B shift (1 pm to 9 pm) and 6 numbers of electricians in C shift (9 pm to 5 am) along with supervisors in all shift to technically guide the technicians in proper uniform bearing the logo “ELECTRICIAN OF MELA” having license / certificates to entitle to handle and maintain such electrical arrangements. The temporary electrical connection and consumption charges required for construction period shall be obtained by the contractor at his own risk and cost.

Besides the LED light, spot lights, fans etc. mentioned in the general construction, the contractor / decorator has to provide the lighting arrangements as per the requirements of the Mela ground. All the gates/ theme pavilions/ selfie points/ important signage should be decorated with sufficient lighting arrangement using colorful palco lights/ spot slight etc. as per requirement/ as directed by Mela authority/ Architect. Providing and fixing LED Metal Halide light outdoor type water proof fittings complete the underground wiring and steel fixing brackets of 75mm x 6 mtrs high (‘A’ class steel poles duly painted black or as per instruction of the Mela Authority. Providing and fixing LED light etc. in the parking area. LED bulbs/ tube light should be provided to all stalls for sufficient lighting as per requirement or as directed with POS machine sucket for stall unless otherwise

mentioned. Mobile charging points at different locations / stalls should be provided for the participants as directed.

All toilets and bathrooms should be properly constructed with wooden frame work covering with 6mm ply both side or 19mm ply/block board in one side preferably in inner side either painted properly or covered with approved design flex with locking arrangements for maintaining privacy and hygienically maintained with 24 hours water supply to the units. The floor should be cemented in proper manner with required sanitary fittings connected to temporary septic tank complete in all respect. Sufficient water storage tanks to be provided as per the requirement or as directed. The number of lights should be sufficient to avoid darkness and as per instructions given by Mela Authority. Complete public address system with a powerful (PA 60) switch over type amplifier with 2 microphones, tape player and 25 numbers loudspeakers strategically placed on the ground and parking area is to be provided. **A full time operator and a full time announcer as approved by Mela Authority shall be provided by the Contractor / Decorator to operate the Sound System, play cassettes of recorded instrumental music and to announce the required information as & when required.** The control, amplifier etc. will be located in or near the office as specified / directed by Mela Authority/Architect of the event.

Construction of office, conference hall, VVIP lounge, Logistic stalls, Institutional and other stalls and theme pavilions shall be executed as specified in the tender schedule and design concept etc. and as directed by the Mela Authority/Architect of the Mela. All attached toilets to the office, VIP lounge etc. to be provided with all required sophisticated fittings and fixtures with tiles to wall and floors. Overhead tanks for each toilets to be provided for 24 hours water supply. Apart from the above the contractor / decorator shall have to provide **one set of Computer with one Programmer-cum-Operator for full time of Mela for required Data Entry and official works.** The Logistic stalls and Institutional stalls should be provided with required furniture and fixtures as specified in the tender schedule or as directed by the competent authority.

THEME PAVILLION:

A Theme Pavilion confirming to approved drawing and design with provision of minimum 4,000 sqft. useable area for exclusive showcasing of Handlooms & Handicrafts products. The size and specification of the structure will be as specified and as per the approved design, drawing or as directed by the Architect. The interior of the Theme Pavilion shall be provided with sufficient lighting arrangement with matching colour walling and ceiling for display of Theme products. The required infrastructure arrangement for display of Handlooms & Handicrafts item for above theme to be provided by the contractor/decorator.

All required arrangement of “*Fashion Show*” to be made by the contractor/decorator prior to the schedule date of the event by 2.00 P.M. The necessary frame structure for lighting arrangement, provision of T shape platform for ramp walk with the main stage, LED screen, required sound system, display boards, covering of stage platform, mirrors, hangers, dressing tables for green room as per requirement to be provided.

All required signages are to be provided by the contractor/ decorator at the specified points/ location as per the approved drawing/ design/ as directed for smooth management of the event and general awareness of the public and visitors.

All the green carpets are to be laid over the leveled ground duly leveled using machine, required sand filling etc. in two layers. The top layer of the green carpet must be

brand new and of uniform colour to match the internal roads, open spaces, play zones, dining etc. of the ambience.

Brand New Red carpets are to be provided for specific locations, pathways i.e. from entry to the theme pavilion connecting other important events leading to the stage for VVIP movements etc. as directed by the Mela authority.

The special signages for different Zone i.e. Handicrafts/ Handlooms/ Food Court/ Play Zone etc. are to be provided as per approved drawing and design or as directed by the Mela authority with required lighting arrangement for convenience of general public/ visitor etc.

Unless otherwise specified, only branded new and fresh cloths, fabrics, carpets etc. are to be used. In case of use of old/used clothes and carpets, deduction @ 25% each for cloth and carpet to be made from the respective items. But in case of use of old green netting, the work will not be taken into consideration and penalty will be imposed according to the norms of the tender document.

Garages for fire attendees are to be provided as per tender schedule or as directed by the Fire

Authority at site. Construction of First-Aid Centre shall be as per logistic requirement with provision of one medical bed, one fridge and deep green door /window cotton and as directed by the First -Aid Authority.

An exclusive stall with 15 nos. of wheel chair with two attendees shall be provided for Universal accessibility.

The above specifications are the minimum requirements. Further instructions on the spot will be given by the First-Aid/Fire/Bank/PO/Police/Different Committee Head, in case any deviation is deemed necessary. **No extra payment shall be made to the contractor decorator for all such addition/alterations .**

FOOD COURT: Size and specification of such stalls with kitchen as per approved design and as specified in the schedule of work. The walls and ceiling of the Kitchen to be made with GCI Sheets of steel structures required as per Fire safety norms. Electrical wirings inside the stalls should be done in such a manner so as to avoid the fire hazards. Flooring should be leveled and raised with 3” bricks or as specified in the tender schedule or as directed by the competent authority at site. Water supply to each stall should be provided through required pipe work with tap provision. Drinking water tanks to be installed near the food court area in the location as per the drawing or as directed by Mela Authority. It is the sole responsibility of the selected contractor/vendor for maintaining cleanness of the food court area / mela ground during the mela period.

German Hanger with Branding : 15,000 sq.ft.

Logistics & Permission for mela: The selected contractor will coordinate for necessary approval and permission for the mela.

Battery Operated Vehicle: Well-equipped 4/6-Seater BOV / Golf Cart with experienced Driver

Insurance: Insurance coverage of 20th Toshali National Crafts Mela to be held from **15.12.2025 to 27.12.25** at Janata Maidan, Bhubaneswar as per the following parameters.

- A. Standard Fire and allied perils, STFI, Earthquake, Terrorism, Natural Calamities & Burglary/ HB Policy. Sum Assured:
- For Structure: Rs 1.50 Crores
 - For Handicrafts & Handlooms products: Rs 9.00 Crores
- B. Public liability Insurance: (Per person Rs 2.00 Lakhs) Rs 2.00 Crores Max.

Uttariyas:

- Handloom uttariyas for felicitation of different awardees and dignitaries during the event.
- Handlooms uttariyas for felicitation of VVIP during the event on the main stage.

Mementos:

- Customized mementos for felicitation of different awardees and dignitaries during the event.
- Customized mementos for felicitation of VVIP during the event on the main stage.

Bouquet:

Arrangement of good quality flower bouquet for Main stage event and Session as per requirement -

Flower bouquet

- White Lilly Bouquet
- Orchid Bouquet
- Rose Bouquet

Drinking water:

Providing adequate drinking Water in different zones of the event area through paper cups.

Cultural Night

Cultural Night by Singers/ Artists / Troupes (Eminent Ollywood/Bollywood Artist) for 13 days)

Photography, videography, film, live streaming

videography, photography, pre and post event film, documentation of the entire event covering all technical sessions, main hall sessions).

Wifi/ internet:

Wifi/internet for live streaming (High speed internet connectivity for 13 days)

Kits for Media

Kits for media containing Handloom bag (printed), Pen & writing pads (printed),

Kits for Delegates:

Kits for Delegates containing good quality handloom folder (printed), Pen & writing pads (printed), bouquet, bamboo tree with pot.

Fooding:

Lunch for dignitaries, VIPs, Media, Officials etc. @ 200 nos. per day

To provide canteen services for officials as per the following food items.

Type of Food Service	Food Menu	Quantity
Breakfast	6 nos. of puri + 1 plate tarkari	100 nos. per day. It may increase or decrease as per the requirement.
	1 plate upama + dalma	
	6 nos. of idli + sambar/chatni	
Lunch / Dinner (Veg and Non Veg Thali)	Rice, Chapati, Dal, Mix Veg., Bhaja, Salad, Papad & Paneer/Mushroom Curry (150 gms) Rice, Chapati, Dal, Mix Veg., Bhaja, Salad, Papad & Chicken Curry (150 gms)/Fish Curry (2 nos.) Buffet system	450 per day (225 nos. for lunch and 225 nos. for dinner). It may increase or decrease as per the requirement.

Pantry setup:

Arrangement of Pantry setup facilities with proper service to visiting guests, speakers, Media Personnel at Camp Office, Media Lounge, Hon'ble CM Lounge, Reception Office (Tea, Green Tea, Coffee, juice, soft drinks, mineral water, snacks, cookies, chocolates, dry fruits & etc.

Ambulance service :

Ambulance & Medical service with doctor for 13 days

Press Conference :

Arrangement of Press conference for around 200 participants at Janata Maidan auditorium along with snacks packet, tea, drinking water, media kits (paper folder, pen, writing pad, press release).

Publicity:

All design creatives will be provided by the Agency.

Newspaper Advertisement / Video Spot advertisement in TV Channels/ Scroll advertisement / Advertisement in FM Radio

Social Media Campaign: Conducting social media campaign.

Design and Installation of Hoardings & Standees : Preparation of design 2D and 3D a tentative list of 06 nos. of places for installation of hoardings along with their size as mentioned below:

- Master Canteen (Railway Station) – 20' x 10'
- Kalinga Hospital Square – 30' x 20'
- Vani Vihar Square – 30' x 20'
- Phulnakhara- Hansapal (facing Bhubaneswar) – 30' x 20'
- Link Road, Cuttack – 20' x 10'
- Pipli Toll Gate (Puri Road, facing Bhubaneswar) – 30' x 20'

Designing and Printing Materials:

The detail of the printing materials for the event is placed below:

- a) Writing Pad: 21cm x 14 cm with Spiral binding 40 Pages
- b) Letter Head: A4 Size Bond Paper, Multi colour
- c) Envelope: 11 cm x 26 cm Multicolour
- d) Invitation Card: 18 cm x 24 cm, 1 page, Multi colour offset
- e) Envelope for Invitation Card: 130 GSM Multicolour, 20 cm x 25 cm
- f) Folder File: 400 GSM, 32 cm x 23 cm
- g) Who's Who : 130 GSM. A4 size, 1 fold, both side print
- h) Vehicle Sticker (including VVIP/VIP car pass):
- i) 300 GSM, 22 cm x 15 cm Size, Multi colour printing
- j) Certificate: 300 GSM, A4 Size, Multi colour printing
- k) Identity Card: 7cm x 10 1/2 cm size Multi colour printing
- l) Cultural Programme leaflet: A4 multicolour 130 GSM paper
- m) Food Coupons: 90 GSM, 10 cm x 7 cm, perpeting (100 Sheet)

LED Board Advertisement:

Preparation of a one-minute video for advertisement in LED board through Smart City and for display in all the LED Boards installed in the city of Bhubaneswar.

A proper stage and dais as specified in tender schedule should be provided with required furniture and fixtures. Any deviation required at site may duly attended by the Contractor / Decorator for which no extra payment shall be considered.

All the material used for construction of stalls and pavilions etc., should meet the approval of the Mela Authority/Architect/Committee Head. Notwithstanding anything contained in the aforesaid clauses and in the accompanying schedules, the Mela Authority is competent to effect change of the venue and to the schedules accordingly or even cancel the Mela before the work is formally awarded and the contractor / decorator shall not have any claim against the Mela Authority for the preliminary work(s) or any other expenses incurred by the contractor / decorator in connection with this tendering for the work and further proceedings thereon until such alternation or cancellation.

Any additional item which is covered under the BOQ will be assessed on PRO-RATA basis. Any additional item not covered under BOQ will be paid at par with the similar works executed by any agency for any Govt. Organization / Department in pursuance of the amended Rule- 204 (xviii) of OGFR, 2023.

Sd/-
Member Secretary, SIDAC

BOQ FOR THE 20th TOSHALI NATIONAL CRAFTS MELA AT JANATA MAIDAN , CHANDRASEKHARPUR, BHUBANESWAR.					
Sl. No	Item with Specification	Qty.	Unit	Rate / Unit	Amount
				(In figure & words)	INR
(A)	Prepare the architect layout, elevation, section, 2D & 3D design drawing of the EVENT (Engagement of one Architect and one Designer)	Total Work	LS		
(B)	Logistic Supports				
1	Stall for Fire, First Aid, Ambulance, Bank ATMs (2), Service provider, Registration counter (3), Police/Traffic size (15'x10'), Help desk for universal accessibility etc.	12nos.	1 no.		
	Size: 150 sqft per stall (15' X 10') as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and border to be painted or covered with matching cloth.				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octonom sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia: Framed and designed, Slope roof decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with Handloom or Handicraft Patterns/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and Required Patterns over P.O.P. finish / Patterned flex designs/ Fabric (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Counter:				
	1 No. Wooden counter with appropriate colour cloth cover and jhoti painting as per design of Size -8' X 2' X 2'6"				
	Water proof Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	4 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 1 No.				
	85 watt LED lights including wiring and cabling -2 nos.				
	5A/15A switch and socket including wiring and cabling – 2 Nos.				
	3 tier racks with cloth covering if required				
1 (a)	First aid Centre with Doctor's chamber Size: 300 sqft per stall (30' X 10') as per design & layout with attached toilet.	1no.	1no.		
	Platform: Platform on strong wooden base of 1'0" height covered with matching carpet and universally assessable ramp for wheel chair Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octonom sections fitted with				

	<p>6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.</p> <p>Fascia & Ceiling: Framed and designed, Slope decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique/patch/ murals / showpieces fixed over/top of it as per design. Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters) The ceiling is to be specially designed with necessary framework using new cloths/ hessian cloths as per the approved drawing and design or as directed by the Mela authority.</p> <p>The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.</p> <p>Medical Bed: 2 Nos. Medical standard, patient Bed with white bedsheets and pillows as required. (Bedsheets and pillows will be changed after every use or everyday whichever is earlier)</p> <p>Water proof Roofing: Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling</p> <p>Furnishings: One nos Executive Doctor's Chair with examination table, with two nos side table and two nos visitor's chair for patients/attendees Ceiling Fan including wiring and cabling – 2 No. 36 watt LED Light - 8nos. 5A/15A switch and socket including wiring and cabling – 3 Nos. Racks with cloth covering if required</p>				
2	Control Room, Fair Office & Chairman chamber (60' x 30') with 3 Nos. of attached Toilets	1no.	1no.		
	Size: 1800 sqft per stall (60' X 30') as per design & layout with 03 nos attached toilets with 2 ton standing Air condition provision as per requirement.				
	Platform: Platform on strong wooden base of 1'0" height covered with matching carpet and border to be painted				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octonom sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia and ceiling: Framed and designed, transparent glass panels on front and sides. Slope roof decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with patterned flex/murals/showpieces fixed over/top of it as per design or as directed by the Architect. The ceiling is to be specially designed with necessary framework using new cloths/ hessian cloths as per the approved drawing and design or as directed by the Mela authority.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Water Proof Roofing:				
	Tarpaulin roofing with new Cloth over necessary bamboo frame and ground support / Decorative cloth with cornices and mouldings as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				

	Furnishings:				
	Storage cabinet/ Almirah - 4 nos				
	30 banquet Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 20 No.				
	36 watt LED including wiring and cabling - 40 nos.				
	5A/15A switch and socket including wiring and cabling – 10 Nos.				
	10-Office chairs (with wheels), -10 tables with suitable covers, 8 nos three seated sofa with covers, center tables/ door screens as per requirement				
	Racks with cloth covering if required				
3	Conference Hall (40' x 30') with toilet to take up activities like buyers sellers meet, VIP and press lounge	1no.	1no.		
	(Size-40'x30') with 1'-0" height wooden platform, carpeting, 2 nos of attached toilet with all fittings, vinyl paneling octonorm walling, Tower AC 3 ton etc., Screen cover on walls. Four sets of sofa with center table, service table, room freshener, mosquito repellent (Elect) cloth ceiling, Wooden batten, Pipili/Theme based Lamp shed hanged on front side (As per design). Sophisticated Attached toilets for Press & VIP lounges with tiled flooring and appropriate structure for walling, ceiling, P.H. fitting, sanitary fittings, wash basins, water connection to each toilet, sewerage pit, overhead tank with adequate water supply with 1 No. sweeper to keep the toilet clean with bleaching powder, phenyl as per requirement etc.				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and border to be painted				
	Partitions and Structure: Bamboo framed Structure with 6mm. thick ply with wooden frame of 8' height Octanorm partition structure with vinyl panelling on Sides including movable internal partition upto 7' ht. and internal walling with hessian cloth and decorative motiff /painting and glass on front side .				
	Fascia & Ceiling: Framed and designed ,Slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique / patch / murals / showpieces fixed over/top of it as per design. The ceiling is to be specially designed with necessary framework using new cloths/ hessian cloths as per the approved drawing and design or as directed by the Mela authority.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required. The top border below roof with wooden/bamboo jalli (As per designs)				
	The name of the stall shall be written by vinyl stickering over sun board				
	Counter and storage cabinet (as per requirement)				
	Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	50 banquet Chairs , 6 center tables and Front Screen				
	3 Nos Office Table, 3 Executive Chair, 4Nos Guest Chair or as per requirement.				
	Ceiling Fan including wiring and cabling – 12 Nos.				
	36 watt LED including wiring and cabling -40 nos.				
	5A/15A switch and socket including wiring and cabling – 4 Nos.				

4	VIP lounge with toilet near stage (24'x20')	1no.	1no.		
	(Size-24'x20') with 1'-0" height wooden platform, carpeting, 2 nos of attached toilet with all fittings, vinyl paneling octonom walling, Tower AC 3 ton etc., Screen cover on walls. Four sets of sofa with center table, service table, room freshener, mosquito repellent (Elect) cloth ceiling, Wooden batten, Pipili/Theme based Lamp shed hanged on front side (As per design). Sophisticated Attached toilets for Press & VIP lounges with tiled flooring and appropriate structure for walling, ceiling, P.H. fitting, sanitary fittings, wash basins, water connection to each toilet, sewerage pit, overhead tank with adequate water supply with 1 No. sweeper to keep the toilet clean with bleaching powder, phenyl as per requirement etc.				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and border to be painted				
	Partitions and Structure: Bamboo framed Structure with 6mm. thick ply with wooden frame of 8' height Octanorm partition structure with vinyl panelling on Sides including movable internal partition upto 7' ht. and internal walling with hessain cloth and decorative motif / painting and glass on front side .				
	Fascia & Ceiling: Framed and designed, Slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique/patch/murals/showpieces fixed over/top of it as per design. The ceiling is to be specially designed with necessary framework using new cloths/ hessian cloths as per the approved drawing and design or as directed by the Mela authority.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required. The top border below roof with wooden/bamboo jalli (As per designs)				
	The name of the stall shall be written by vinyl stickering over sunboard				
	Counter and storage cabinet (as per requirement)				
	Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	25 banquet Chairs , 3 centre tables and Front Screen				
	3 Nos Office Table, 3 Executive Chair, 4Nos Guest Chair or as per requirement.				
	Ceiling Fan including wiring and cabling – 5 Nos.				
	36 watt LED including wiring and cabling -10 nos.				
	5A/15A switch and socket including wiring and cabling – 4 Nos.				
5	Mother and baby care room with toilet	1no.	1no.		
	Size: 300 sqft per stall (30' X 10') as per design & layout with attached toilet.				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octonom sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia & Ceiling: Framed and designed, Slope decorative Flex/fabric roofing of the entire roof area with suitable and				

	perfect borders with applique/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters) The ceiling is to be specially designed with necessary framework using new cloths/ hessian cloths as per the approved drawing and design or as directed by the Mela authority.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Counter:				
	1 No. Wooden counter with appropriate colour cloth cover and jhoti painting as per design of Size –8' X 2' X 2'6"				
	Water proof Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	8 Chairs / 2 nos of 6 seater sofa and Front Screen				
	Ceiling Fan including wiring and cabling – 2 No.				
	36 watt LED Light - 8nos.				
	5A/15A switch and socket including wiring and cabling – 3 Nos.				
	Racks with cloth covering if required				
(C)	Educational and Informatics supports				
1	Educational / Institutional stalls (10' x 10')	5nos.	1no.		
	Size: 100 sqft per stall (10' X 10') as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia: Framed and designed, Slope decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique / patch / murals / showpieces fixed over / top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering over sunboard of required size as per approved design and drawing.				
	Counter:				
	1 No. Wooden counter with appropriate colour cloth cover and jhoti painting as per design of Size –8' X 2' X 2'6"				
	Water proof Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	4 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 1 No.				
	85 watt LED Light – 2 nos.				
	5A/15A switch and socket including wiring and cabling – 2 Nos.				
	3 tier racks with cloth covering if required				
2	Stall for GOI organizations (15' x 10')	25nos.	1no.		
	Size: 150 sqft per stall (15' X 10') as per design & layout				

	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia: Framed and designed, Slope decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Counter:				
	1 No. Wooden counter with appropriate colour cloth cover and jhoti painting as per design of Size –8' X 2' X 2'6"				
	Water proof Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	4 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 1 No.				
	85 watt LED Light – 2 nos.				
	5A/15A switch and socket including wiring and cabling – 2 Nos.				
	3 tier racks with cloth covering if required				
(D)	Handicrafts and Handloom Stalls				
1	Handicraft Stall(10'x 10')	400nos.	1no.		
	Size 100 sft. Per stall (10'X10') in cluster as per design & Layout.				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted/Covered up with the fabrics to match the theme				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with branded new cloth as specified in drawings or as directed by the Architect/Mela Authority. All the cloth / fabrics for use are to be approved by the mela authority/ architect prior to use.				
	Fascia & Roofing: Framed and designed, Slope roof decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with Handloom or Handicraft Patterns/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and Required Patterns over P.O.P. finish / Patterned flex designs/ new Fabric (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering both in Odia and English over sun board of required size as per approved design and drawing. The sale counter top and front is to be covered by decorative flex as per approved drawing and design.				
	Racks & Counter:				
	1 No. Wooden counter with appropriate colour cloth cover and Required painting as per design of Size –8' X 2' X 2'6"				
	3tier Rack covered with approved clothing				

	Water Proof Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	2 Chair and Front Screen				
	Ceiling Fan including wiring and cabling– 1 No.				
	85 watt. LED including wiring and cabling – 2 nos.				
	5A switch and socket including wiring and cabling – 1 No. Plug point for swapping machine: 1 no Arrangement of daily night drop with good quality tarpaulin / polythine				
2	SIDAC (40'x20')	1no.	1no.		
	Size: 800 sq.ft. per stall (20' X 40') in clusters as per design & layout including interior works confirming to approved drawing attached.				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia & Ceiling: Framed and designed, slope roof with decorative Flex/ new fabric roofing of the entire roof area with suitable and perfect borders with Patterned Flex printing/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and Required Patterns over P.O.P. finish / Patterned flex designs/ Fabric (As per designs of various clusters) The ceiling of the stall is to be specially designed as per approved drawing and design or as directed by the Mela authority.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing. The sale counter top and front is to be covered by decorative flex as per approved drawing and design.				
	Racks & Counter:				
	5 Nos. Wooden counter with appropriate colour cloth cover and Required painting as per design of Size –8' X 2' X 2'6" & Cash counter with furnishing.				
	3tier Rack covered with approved clothingas per requirement.				
	Water proof Roofing				
	Tarpaulin roofing with new Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	8 Chair and Front Screen				
	Ceiling Fan including wiring and cabling – 6 Nos.				
	85 watt. LED Light including wiring and cabling - 16 nos.				
	5A switch and socket including wiring and cabling – 5 nos.				
3	Utkalika Stall (60'x 20')	1no.	1no.		
	Size: 1200 sq.ft per stall (60' X 20') in clusters as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted				
	Partitions and Structure: Framed structure with				

	good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured new fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia & Ceiling: Framed and designed, slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with Patterned Flex printing/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and Required Patterns over P.O.P. finish / Patterned flex designs/ Fabric (As per designs of various clusters)				
	The ceiling of the stall is to be specially designed as per approved drawing and design or as directed by the Mela authority.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing. The sale counter top and front is to be covered by decorative flex as per approved drawing and design.				
	Racks & Counter:				
	5 Nos. Wooden counter covered with 19mm ply/block board with new white flex covering, as per design of Size –8' X 2' X 2'6".				
	3 tier racks made up wooden frame work with 19mm ply covering pasting with approved design flex as per requirement & Cash counter with all furnishings.				
	Water proof Roofing				
	Tarpaulin roofing with new Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	8 Chair and Front Screen				
	Ceiling Fan including wiring and cabling – 10 Nos.				
	85 watt. LED Light including wiring and cabling – 20 nos.				
	5A switch and socket including wiring and cabling –5 No.				
4	Demonstration kiosks for students of SIDAC to showcase craft activities 10'x10' or as required for design as per space and Senior Citizen Rest Rooms	9nos.	1no.		
	Size: 100 sq.ft per stall (10' X 10') in clusters as per design & layout including interior works confirming to approved drawing attached.				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia & Ceiling: Framed and designed, slope roof with decorative Flex/ new fabric roofing of the entire roof area with suitable and perfect borders with Patterned Flex printing/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and Required Patterns over P.O.P. finish / Patterned flex designs/ Fabric (As per designs of various clusters) The ceiling of the stall is to be specially designed as per				

	approved drawing and design or as directed by the Mela authority.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing. The sale counter top and front is to be covered by decorative flex as per approved drawing and design.				
	Racks & Counter:				
	5 Nos. Wooden counter with appropriate colour cloth cover and Required painting as per design of Size –8' X 2' X 2'6" & Cash counter with furnishing.				
	3tier Rack covered with approved clothingas per requirement.				
	Water proof Roofing				
	Tarpaulin roofing with new Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	8 Chair and Front Screen				
	Ceiling Fan including wiring and cabling – 6 Nos.				
	85 watt. LED Light including wiring and cabling – 16 nos.				
	5A switch and socket including wiring and cabling – 5 No.				
5	Handicrafts Demo (300 Sqft.)	1no.			
	Size: 300 sqft (20 x 15) per stall as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia (if required): Framed and designed ,slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders as per theme fixed over/top of it as per design.				
	Decorative pillars as per design with jute string rope, thermocol motif and P.O.P. followed by Metalic external weather paint to provide the aesthetic look as per design.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Water Proof Roofing:				
	Tarpauline roofing with metalic colour over POP Finish on hessian cloth over necessary frame work as required for the designed shape of the roof/fabric roofing with suitable border designs over it as per design and same for internal roof.				
	Racks & Counter:				
	1 Nos. Wooden counter with appropriate colour cloth cover and painting as per design of Size –8' X 2' X 2'6"				
	3 tier racks with cloth covering if required				
	Furnishings:				
	10 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 2 No.				
	85 watt. LED including wiring and cabling -4 nos.				
	5A/15A switch and socket including wiring and cabling – 2 Nos.				

6	Stall for Designer's collection (Handicrafts- 600 sqft)	1 No.	1 No.		
	Size: 600 sqft per stall (30' X 20') as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia & Ceiling: Framed and designed, Slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with Patterned flex/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters) The ceiling of the stall is to be specially designed as per approved drawing and design or as directed by the Mela authority.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing. The sale counter top and front is to be covered by decorative flex as per approved drawing and design.				
	Racks & Counter:				
	6 Nos. Wooden counter covered with 19mm ply/block board with new white flex covering, as per design of Size –8' X 2' X 2'6".				
	3 tier racks made up wooden framework with 19mm ply covering pasting with approved design flex as per requirement & Cash counter with all furnishings.				
	Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	8 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 6 Nos.				
	85 watt. LED light including wiring and cabling - 12 nos. (Besides Special lights as per requirement)				
	5A/15A switch and socket including wiring and cabling – 4 Nos.				
7	Handloom Stall (10' x 10')	200nos.	1no.		
	Size: 100 sq.ft per stall (10' X 10') in clusters as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching new carpet and the border to be painted				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with branded new cloth as specified in drawings or as directed by the Architect/Mela Authority. All the cloth / fabrics for use are to be approved by the mela authority/ architect prior to use.				
	Fascia: Framed and designed, slope roof with decorative Flex/new fabric roofing of the entire roof area with suitable and perfect borders with Patterned Flex printing / patch / murals / showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and Required Patterns over P.O.P. finish / Patterned flex designs/ new Fabric (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				

	Racks & Counter:				
	1 Nos. Wooden counter with appropriate new colour new cloth cover and painting as per design of Size – 12' X 2' X 2'6"				
	3 tier racks with new cloth covering				
	Water proof Roofing:				
	Tarpaulin roofing with new Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	4 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 1 No.				
	85 watt LED Light including wiring and cabling - 2nos.				
	5A switch and socket including wiring and cabling – 1 No. Plug point for swapping machine: 1 no				
8	Boyanika Stall (60' x 20')	1no.	1no.		
	Size: 1200 sqft per stall (60' X 20') in clusters as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be Painted				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia and Ceiling: Framed and designed, slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with Patterned Flex printing/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and Required Patterns over P.O.P. finish / Patterned flex designs/ new Fabric (As per designs of various clusters) The ceiling of the stall is to be specially designed with necessary framework using new cloths/ hessian cloths as per the approved drawing and design or as directed by the Mela authority. The ceiling of the stall is to be specially designed as per approved drawing and direction of the engineer in charge/ architect.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Racks & Counter:				
	10 Nos. Wooden counter covered with 19mm ply/block board with new white flex covering, as per design of Size –8' X 2' X 2'6".				
	3 tier racks made up wooden frame work with 19mm ply covering pasting with approved design flex as per requirement & Cash counter with all furnishings.				
	Water proof Roofing:				
	Tarpaulin roofing with new handloom Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	10 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 10 No.				
	85watt LED including wiring and cabling - 30 nos.				
	15A/5A switch and socket including wiring and cabling – 8 Nos.				

9	Sambalpuri Bastralaya Stall (40' x 20')	1no.	1no.		
	Size: 800 sq.ft per stall (40' X 20') in clusters as per design & layout		.		
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured new fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia & Ceiling: Framed and designed, slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique/patch/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters) The ceiling of the stall is to be specially designed with necessary framework using new cloths/ hessian cloths as per the approved drawing and design or as directed by the Mela authority.				
	The name and no. of the stall shall be written by vinyl stickering over sunboard of required size as per approved design and drawing.				
	Racks & Counter:				
	5 Nos. Wooden counter covered with 19mm ply/block board with new white flex covering, as per design of Size -8' X 2' X 2'6".				
	3 tier racks made up wooden frame work with 19mm ply covering pasting with approved design flex as per requirement & Cash counter with all furnishings.				
	Water proof Roofing:				
	Tarpaulin roofing with handloom Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	8 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 8 No.				
	85 watt LED lamps /Light including wiring and cabling – 20 nos.				
	15A/5A switch and socket including wiring and cabling – 6 Nos.				
10	Amlan Stall (40'X20')	1no.	1no.		
	Size: 800 sq.ft per stall (40' X 20') in clusters as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured new fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia & Ceiling: Framed and designed, slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique / patch / murals / showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters) The ceiling of the stall is to be specially designed with necessary framework using new cloths/ hessian cloths as per				

	the approved drawing and design or as directed by the Mela authority.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Racks & Counter:				
	5 Nos. Wooden counter covered with 19mm ply/block board with new white flex covering, as per design of Size –8' X 2' X 2'6".				
	3 tier racks made up wooden frame work with 19mm ply covering pasting with approved design flex as per requirement & Cash counter with all furnishings.				
	Water proof Roofing:				
	Tarpaulin roofing with handloom Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	8 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 8 No.				
	85 watt LED lamps /Light including wiring and cabling - 20 nos.				
	15A/5A switch and socket including wiring and cabling – 6 Nos.				
11	stall for OAWL, Bhagamunda TRCS, Jail & Specially abled- Size (12' x 10')	4 nos.	1 no.		
	Size: 120 sqft per stall (12' X 10') in clusters as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured new fabrics as per drawing& design complete and as directed by Architect/Mela Authority.				
	Fascia: Framed and designed, slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with Patterned Flex printing / patch / murals / showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and Required Patterns over P.O.P. finish / Patterned flex designs/ new Fabric (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Racks & Counter:				
	4 Nos. Wooden counter with appropriate new colour cloth cover and painting as per design of Size –8' X 2' X 2'6"				
	3 tier racks with cloth covering as per requirement				
	Water proof Roofing:				
	Tarpaulin roofing with handloom new Cloth / Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	4 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 1 No.				
	85 watt LED Light including wiring and cabling - 4 nos.				
	15A/5A switch and socket including wiring and cabling – 2 Nos.				

12	Handloom Demo - 300 Sqft.	1no.	1no.		
	Size: 300 sqft (20 x 15) per stall as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia (if required): Framed and designed, slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders as per theme fixed over/top of it as per design.				
	Decorative pillars as per design with jute string rope, thermocol motif and P.O.P. followed by Metalic external weather paint to provide the asthetic look as per design.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Water Proof Roofing:				
	Tarpauline roofing with metalic colour over POP Finish on hessian cloth over necessary frame work as required for the designed shape of the roof/fabric roofing with suitable border designs over it as per design and same fo internal roof.				
	Racks & Counter:				
	1 Nos. Wooden counter with appropriate colour cloth cover and painting as per design of Size –8' X 2' X 2'6"				
	3 tier racks with cloth covering if required				
	Furnishings:				
	10 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 2 No.				
	85 watt. LED including wiring and cabling -4 nos.				
	5A/15A switch and socket including wiring and cabling – 2 Nos.				
13	Exclusive stall for Men's wear- (50' x 20') with trial room	1no.	1no.		
	Size: 1100 sqft per stall (50' X 20') with trial room as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia: Framed and designed, Slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with Patterned flex/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Racks & Counter:				
	4 Nos. Wooden counter covered with 19mm ply/block board with new white flex covering, as per design of Size – 8' X 2' X 2'6".				
	3 tier racks made up wooden frame work with 19mm ply covering pasting with approved design flex as per				

	requirement & Cash counter with all furnishings.				
	Water proof Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	8 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 6 Nos.				
	36 watt LED Light including wiring and cabling - 24nos. (Besides Special lights as per requirement)				
	5A/15A switch and socket including wiring and cabling – 4 Nos.				
	Trial room : 36 Sq.ft.				
	(6' X 6') as per design & layout with dressing tables 2 nos				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia: Framed and designed, Slope roof with decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with Patterned flex/murals/showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering over sunboard of required size as per approved design and drawing.				
	Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	60" X 2'6" X 2Nos Mirror with attached back support				
	Ceiling Fan including wiring and cabling – 1 Nos.				
	85 watt LED light 10 nos. including wiring and cabling (Besides Special lights as per requirement)				
	Dress hanger with attachment system to wall-02nos				
(E)	Food and Refreshment				
1	Food stall (12'x10') with Kitchen (12'x10')	35nos.	1no.		
	Size: 120 sqft per stall (12' X 10') in clusters as per design & layout				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia: Framed and designed, Slope /flat decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique/patch/murals/ showpieces fixed over/top of it as per design alongwith hessian cloth at ceiling.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing. The sale counter top and front is to be covered by decorative flex as per approved drawing and design.				

	Racks & Counter:				
	1 No. Wooden counter with appropriate colour cloth cover and painting as per design of Size –8' X 2' X 2'6"				
	3 tier racks with cloth covering if required				
	Water proof Roofing:				
	Tarpaulin roofing with Hessian Cloth, POP finish & Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	Ceiling Fan including wiring and cabling – 1 No.				
	85 watt. LED Light including wiring and cabling – 3 nos.				
	5A/15 A switch and socket including wiring and cabling –3 No.				
1(a)	Kitchen for food court	35nos.	1no.		
	Bamboo Bullah structure, tin roofing and tin walling for kitchen shed – 12'X 10'. Adequate and round the clock water		.		
	supply & water connection to each stall and common washing area. Provision of 2 tables of size – 4' X2'x2'6" and 2 nos. chair				
	Furnishings:				
	15A switch and socket including wiring and cabling – 2 Nos.				
	85 watt. LED Light including wiring and cabling - 2 nos.				
	Miscellaneous works in Food court area				
	Banquet chair with cover	400 Nos.	1no.		
	Round table with frill & cover	100	1no.		
	Barricading of food court area with MS Grill with fabric wrapped over it and properly finished by applying POP and weather proof colouring over it to give a traditional look as directed by EIC or Architect of 600 rft. and 3' ht.	1800	1sqft.		
	Big Dustbins (100 ltr capacity) of bamboo net/Designer PVC	200 Nos.	1no.		
2	Water kiosk (8'x8')	2nos.	1no.		
	Size: 64 sqft per stall (8' X 8') as per design & layout				
	Platform: Platform on strong wooden base of 6" height				
	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Roofing:				
	Tarpaulin roofing with Flex on outer side and cotton cloth in interior ceiling				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing.				
	Furnishings:				
	2 Chairs				
	Ceiling Fan including wiring and cabling – 1 No.				
	85 watt. LED Light including wiring and cabling -2 nos.				
	15A/5A switch and socket including wiring and cabling – 2 Nos.				
	Counter Table 1No of Size 8'0" X 2'0" X 2'6" covered with cloth as per design & 2tier racks with cloth covering.				
3	Tea & Juice stall (10'x10')	2nos.	1no.		
	Tea and Juice Stall (10'x10')				
	Platform: Platform on strong wooden base of 6" height covered with matching carpet				

	Partitions and Structure: Framed structure with good quality bamboo and bullah, partition/side walls with octanorm sections fitted with 6mm thick ply/vinyl panels with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority.				
	Fascia: Framed and designed, Slope /flat decorative Flex/fabric roofing of the entire roof area with suitable and perfect borders with applique/patch/murals/showpieces fixed over/top of it as per design along with hessian cloth at ceiling.				
	The name and no. of the stall shall be written by vinyl stickering over sun board of required size as per approved design and drawing. The sale counter top and front is to be covered by decorative flex as per approved drawing and design.				
	Racks & Counter:				
	1 No. Wooden counter with appropriate colour cloth cover and painting as per design of Size –8' X 2' X 2'6"				
	3 tier racks with cloth covering if required				
	Water proof Roofing:				
	Tarpaulin roofing with Hessian Cloth, POP finish & Cotton cloth as interior ceiling with required design pattern as per the drawing or as directed by the Architect.				
	Furnishings:				
	Ceiling Fan including wiring and cabling – 1 No.				
	85 watt. LED Light including wiring and cabling – 2nos.				
	5A/15 A switch and socket including wiring and cabling –3 No.				
4	Dining hall with Kitchen (800 Sqft) to accommodate 50 persons at a time	1no.	1no.		
	Framed structure with good quality bamboo and bullah Cloth walling with tarpaulin roofing, cloth ceiling and provision of 5 wash basins, service counters for buffet service for participants with new green synthetic carpeting.				
	50 Nos chairs				
	Ceiling Fan with wiring and cabling – 10 No.				
	85 watt. LED light with wiring and cabling –08 nos.				
	5A/15A switch and socket with wiring and cabling – 5 Nos.				
	Dustbins 5 Nos				
	Dining Table 5 Nos				
4(a)	Kitchen with Store room facility : tarpaulin roofing & tin walling provision for water & P.H. connection & light (25' X 25')	1no.	1no.		
	Kitchen (50'x20'): Tin walling of 3'0" height along with provision for water & P.H. connection & light.	1no.	1no.		
(F)	Theme Pavilion* 4000 sqft.	1no.	1no.		
	Size- 4000 sft. of shape as per design with 2'0" ht. Platform and to be made as per design.				
	Structure: Framed structure with good quality bamboo and bullah/MS Framed structure along with bamboo strips, bamboo mats as required to give the stable shape of the structure.				
	Materials to be used: Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape including all motifs, original fabrics/appliqué and paintings where ever required with noria tiles or as directed by the Architect. The finish shall include weather coat colouring over POP to be				

	applied over jhut string ropes fixed over the bamboo mat with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.				
	Theme based display over the platform and to be made with batten framing and ply covering and painting with appropriate colour and material.				
	Furnishings:				
	Sufficient focus lights to highlight the demonstration & display				
	Theme based lights/ lantern with LED including wiring and cabling as required Sufficient palco lights for outer decoration of the theme.				
	5A/15A switch and socket including wiring and cabling – 8 Nos.				
	Comptalux bulbs/ spot lights including wiring and cabling - as required				
(G)	Gates and Barricades :				
i	Main gate: 1 No (inside)	1no.	1no.		
	Size: As per Drawing, design and direction of Architect.				
	Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape with noria tiles including all Handloom/Handicrafts motifs, original fabrics/appliqué / and paintings where ever required. The finish shall include weather coat colouring over POP to be applied over hessian cloth over the battened frame with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.				
ii	Road side gates	3nos.	1no.		
	Size: As per Drawing, design and direction of Architect.				
	Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape with noria tiles including all Handloom/Handicrafts including all motifs, original fabrics/appliqué / coir string/jhut string/coconut fibre and paintings where ever required. The finish shall include weather coat colouring over POP to be applied over jhut string ropes fixed over the bamboo mat with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.				
iii	Swosti premium side gate	1no.	1no.		
	Size: As per Drawing, design and direction of Architect.				
	Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape with noria tiles including all Handloom/Handicrafts including all motifs, original fabrics/appliqué / coir string/jhut string/coconut fibre and paintings where ever required. The finish shall include weather coat colouring over POP to be applied over jhut string ropes fixed over the bamboo mat with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.				

iv	Decoration of existing gate:	1no.	1no.		
	Size: As per Drawing, design and direction of Architect for both side of the Gate.				
	Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape with all Handloom/Handicrafts products and diorama (Model) including all motifs, original fabrics/appliqué and paintings where ever required. The finish shall include weather coat colouring over POP to be applied over jhut string ropes fixed over the bamboo mat with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.				
v	Exit gates	2nos.	1no.		
	Size: As per Drawing, design and direction of Architect.				
	Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape including all motifs, original fabrics/appliqué / coir string/jhut string/coconut fibre and paintings where ever required. The finish shall include weather coat colouring over POP to be applied over jhut string ropes fixed over the bamboo mat with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.				
vi	Gandhi Park Gate	1no.	1no.		
	Size: As per Drawing, design and direction of Architect.				
	Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape with noria tiles including all Handloom/Handicrafts including all motifs, original fabrics/appliqué / coir string/jhut string/coconut fibre and paintings where ever required. The finish shall include weather coat colouring over POP to be applied over jhut string ropes fixed over the bamboo mat with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.				
vii	Barricades				
a	At sitting zone and Cultural area - Outside Strong barricading with Bullah/Bamboo/Pre-painted MS Jalli and fabric with artwork/motifs, for safety purpose (min 7'-0" height)	1000	1rft.		
b	Cultural Area & Handloom Zone partition - Outside Strong barricading with bullah, bamboo covered with both side fabric with artwork/motifs of dark colour. (10'0" height)	400	1rft.		
c	At sitting zone and Cultural area - Internal zones to be demarcated with barricading by Heavy duty Iron/Steel/Aluminum Grill with stand (min 3'-0" height)	200	1rft.		
d	Barricading Official parking area with cotton cover with artwork/motifs of 3'0" ht.	400	1rft.		
viii	Boundary Wall (One side design):				
a	Front side Structure : Structure of bamboo, Hessian Cloth mounted on wood battens as per design and motives (one side) for the rest (painted with cement and weather coat as per design) of Height- 8' and GCI sheet if required	500	1rft.		
b	Structure of bamboo, Hessian Cloth mounted on wood battens as per design and motives (one side) for the rest				

	(painted with cement and weather coat as per design) of Height- 5'	1000	1rft.		
ix	Boundary Wall (Both side design):				
a	Structure of bamboo, fabric with artwork/motifs Hessian Cloth mounted on wood battens as per design and motives (one side) for the rest (painted with cement paint and weather coat as per and Height- 8')	200	1rft.		
b	Structure of bamboo, Hessian Cloth mounted on wood battens as per design and motives (one side) for the rest (painted with cement and weather coat as per design) of Height- 4'.	700	1rft.		
x	Boundary Wall (Entry to clusters and stalls):				
	Structure of bamboo/Hessian Cloth mounted on wood battens as per design and motives (both side) for the rest (painted with cement paint and weather coat as per and Height 4')	700	1rft.		
xi	Providing fitting and fixing of 4'wide wooden ramp with both side ss railing of 3' height including neatly carpeting using new carpets for smooth movement of specially abled persons to stage and conference hall. The slope of ramp should be of 1:12.	LS	LS		
xii	Fire brigade garage with space for fire men stay				
	Size 40'-0" x 18'-0" Framed structure with good quality bamboo and bullah, partition/side walls with wooden frame of required height covered with approved coloured fabrics as per drawing & design complete and as directed by Architect/Mela Authority with waterproof roofing, 4side walling, drinking water, ceiling fan – 2 Nos, 2x 40w tube light – 4sets & 5Amp. Plug point-4Nos. with switch etc. complete.	2nos.	1no.		
(H)	Selfie Points (Handicrafts & Handlooms theme based) Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape including all motifs, original fabrics/appliqué / coir string/jhut string/coconut fibre and paintings where ever required. The finish shall include weather coat colouring over POP to be applied over jhut string ropes fixed over the bamboo mat with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.	4nos.	1no.		
(I)	Cultural Night : Cultural Night by Singers/ Artists / Troupes (Eminent Ollywood / Bollywood Artist) along with arrangement of Anchor including lodging, fooding, boarding, travel, GST etc.	13 days	LS		
	1 st Day: (Inauguration) Odissi dance, Folk dance				
	2 nd Day : Folk Dance/Tribal Dance/Martial Dance/outside Odisha (Bhangra Purlia hhau etc.) (03 groups including Transportation & lodging, fooding)				
	3 rd Day : Sambalpuri Night: Four singers with musical hands				
	4 th Day : Bollywood Night including lodging, fooding, boarding, travel, GST etc.				
	5 th Day: Folk Dances of Odisha (4 Troups) including Lodging & Fooding and their travel from Sambalpur, Bargarh, Bolangir, Kalahandi, Sonepur				
	6 th Day: Emerging Singing Talents of Odisha: Participants/Winners of singing reality shows both national level and state level				
	7 th Day: Sugam Sangeet Sandhya (Old is Gold) Veteran Singers of Odisha				

	8 th Day: Tribal Dance & Marital dance of Odisha : 4 Troupes- from Koraput, Rayagada, Malkangiri, Kalahandi (including Lodging, Fooding & Travel				
	9 th Day: Odissi Dance group & Folk dance:- 04 Troupes (local)				
	10 th Day: Bollywood Night (including lodging, fooding, boarding, travel, GST etc.)				
	11 th Day: Ollywood Night: Young Ollywood Singers ()				
	12 th Day: Cultural Programme by Specially abled artists				
	13 th Day (Closing) : Odissi dance, Folk dance				
(J)	Cultural supports (all cultural programmes will be conducted through DG Set only)	1no.	1no.		
1	Main stage (80' x 60' x 6') with raiser for the musicians on both side of the stage, seating capacity of 2500 audiences.				
	Platform : Size 80' x 60' x 6''' with risers (1' tread & 5" risers) on both side to be erected with fabricated structure and 19mm ply mounting with 4 sides hydrolic truss arrangement for lighting arrangement in befitted manner as per the specification & requirements including solid letterings, both in English and Odia written over complete for the entire period.				
	Provision of 10'x 36' to give T-shape platform and with provision of 4 sides hydrolic truss arrangement for lighting arrangement in befitted manner as per the specification & requirements including solid letterings, both in English and Odia written over complete for the entire period.				
	To be made as per design and direction of Architect.				
	Backdrop: Wooden frame, Plaster of Paris, Plywood, cloth, Thermocol, handloom designed fabric, coloured, threads, yarns/coconut fibre painted with appropriate paint wherever required and with colour highlighting as per approved drawing and design or as directed by architect/Mela authority.				
	Stage backdrop- The stage and backdrop will be designed with three dimensional props. The backdrop and the entire stage will give the feeling of handloom, handicraft art design which will be made out of Bamboo/Batten/Plywood framed structures with required Bamboo strips/ bamboo mats, thermocol, POP to get the initial shape with noria tiles, Handloom/Handicrafts products and diorama (Model) including all motifs, original fabrics/appliqué / coir string/jhut string/coconut fibre and paintings where ever required. The finish shall include weather coat colouring over POP to be applied over jhut string ropes fixed over the bamboo mat with required internal decorations and internal lighting, monumental lightings as required for the work complete as per drawings and also including solid letterings, both in English and Odia written over complete.				
	The backdrop should be Black cloth masking with bamboo, bullha & batten structure as per design. 2nos. of strong platform for cameraman (4' x 8 x 6')				
1(a)	Additional works required for Main Stage for Fashion Show only i. Covering of stage with white vinyl sheet- 3000 sq ft ii. Fixing of drops both side of the stage for covering of the steps of size 2 nos x 20' x 10' with black masking and design flex iii. 10' design pillar with flower decoration as per requirement. iv. Hanger for green room as per requirement v. Riser with black masking 72 Sq ft. or as per	Total work	LS		

	requirement vi. LED Wall (50' x 12') with Riser				
2	Green room (20'x 15') with drawing room(20'x15') with attached Toilets				
a	3 nos. of Green rooms of size 20' X 15' with in between of 8'0" and each with 6" Platform , bamboo and bullah structure, tarpaulin roofing, matching carpet, 4 Side vinyl panelling wall, flex, cloth ceiling, and to be completed as per design.	3nos.	1no.		
b	3 nos. of drawing room of 20'x15' each with 6" Platform, bamboo and bullah structure, tarpaulin roofing, matching carpet, 4 Side vinyl panelling wall, flex, cloth ceiling, Big size Pipili Umbrella and to be completed as per design	3nos.	1no.		
c	Steel Cushion Chair	40nos.	1no.		
d	Sofa set (3 seater)	3nos.	1no.		
e	Sofa set (1 seater)	6nos.	1no.		
f	Centre table 3 Nos.	3nos.	1no.		
g	Plastic Chair .	10nos.	1no.		
h	Sophisticated Attached toilets for Green rooms with appropriate structure for walling, ceiling, P.H. fitting, sanitary fittings, wash basins, water connection to each toilet, sewerage pit, overhead tank with adequate water supply with 1 No.. sweepers to keep the toilet clean with bleaching powder, phenyls per requirement etc. (in two locations)	2nos.	1no.		
i	85 watt LED light with wiring and cabling	16nos.	1no.		
j	Ceiling fan with wiring and cabling	12nos.	1no.		
k	Dressing table with mirror	10sets	1set		
l	Service table	1no.	1no.		
m	Adequate numbers of Room Freshener and Mosquito Repellent (elect.)	LS	LS		
n	3 ton tower AC	2nos.	1no.		
o	Provision of drinking water with disposable glass and dust bins as per requirement.	LS	LS		
	Seating Arrangement at Main Cultural Stage: (13 days)				
a	Brass Sofa (3 -Seater)	50nos.	1no.		
b	Brass Chair (1 -Seater)	10nos.	1no.		
c	Steel cushion chairs with white cover	300nos.	1no.		
d	Plastic Chairs	2000nos.	1no.		
3	Mini Stage	1no.	1no.		
	Platform: Size 16'X16'X4'0" with risers on both side to be erected with fabricated structure and 19mm ply mounting including solid letterings, both in English and Odia written over complete including required light arrangement.				
	To be made as per design and direction of Architect.				
	Backdrop: Wooden frame, Plaster of Paris, Plywood, cloth, Thermocol, handloom designed fabric, coloured, threads, yarns/coconut fibre painted with appropriate paint to get traditional roof cover to match the concept of the Mela, with colour highlighting as per approved drawing and design or as directed by architect/Mela authority.				
(K)	PH and Sanitation				
	Toilet block (each consists 70nos.) for participants separately for gents and ladies to accommodate 70 persons in each block at a time.	2 Nos. of blocks	1 block		
1	Toilet Blocks for participants separately for gents & ladies: Toilet Block & Bathing Complex to accommodate 70 persons in each block at a time with appropriate walling, P.H. fitting, water connection to each toilet, sewerage pit, overhead tank with adequate water supply	2 Nos.	1no.		

	& storage with 4 sweepers to keep the toilets clean with bleaching powder, phenyl etc. (in two locations) Gents and ladies Separately				
2	Urinals for visitors separately for gents & ladies and one for Specially abled. Urinals for ladies & gents separately to accommodate 10 persons ((4ladies+1SA) + (4 gents+1SA) at a time with appropriate walling with 19mm block board cladding with ceramic tiles, cemented flooring with ceramic tiles cladding with proper drainage, roofing with tarpolin and ceiling with approved colour cloth covering, P.H. fitting sanitary fittings, two wash basins, water connection to each toilet, sewerage pit, overhead tank with adequate water supply with 2 Nos. sweepers to keep the urinals clean with bleaching powder, phenyl as per requirement etc. (in four locations) with octonum structure with well demarcated signages.	4 Nos. of blocks	1 block		
(L)	Illumination and sound system				
1	Proper sound system and sufficient light Arrangement for proper illumination of the Mela area, parking area, services area etc. with position of Sound Systems & Light posts etc.				
	Illumination of Mela Ground:				
a	125 KVA Silent DG set with required connections including fuel during the POWER failure	4nos.	1no		
b	Light Tower of size 2 ftx2ftx18ft height made out with Bamboo/MS frame COVERED with flex/painted cotton fabric /fixed motifs over fabric/ hessian cloth Masking (As per design).	60nos	1no		
c	LED Metal 200W light fitting	400nos	1no		
d	LED Metal 150 W light fitting	400nos	1no		
	Illumination of parking area:				
a	Light tower (As per design) of size 2ft x 2ft x 18ft height made out with bamboo frame with black cloth masking.	10nos.	1no.		
b	LED Metal 200W light fitting	150nos.	1no.		
c	LED Metal 150 W light fitting	50nos.	1no.		
	Illumination of Entrance road and Pathway:				
a	LED Metal 200W light fitting	100nos.	1no.		
b	LED Metal 500 W light fitting	50nos.	1no.		
c	500w Halogen light Fitting	20nos.	1no.		
	Illumination of Ambience:				
a	LED Metal 200W light fitting	400nos.	1no.		
b	Lamp shed pipili applique works (Small)	3000nos.	1no.		
c	Lamp shed pipili applique works (long)	1000nos.	1no.		
d	LED light chain (BLUE & WHITE)	2000nos.	1no.		
e	LED Bar Light	100nos.	1no.		
	i) Fixing of main panel board with main switch, changeover, MCB, Earthing point etc near transformer with cabling to the entire ground and each components like stalls, stage, Gates, Selfie points, Food court etc. as per load requirement.	1no.	1no.		
	ii) Fixing of Sub- Panel boards with all systems at the different places of the ground with cable wiring from the main panel board as per the requirement	25nos.	1no.		
	Stage Light for entire event :		LS		
	i) Moving head Sharpy (18R or 20R)/Ponty	35nos.			
	ii) LED PAR 5W RGBW	70nos.			
	iii) LED PAR 5W WW	30nos.			
	iv) PAR64-1KW (Bulb 61, 62 & 64)	70nos.			
	v) Dimmer Pack 24 KW	4nos.			
	vi) 4Eye WW LED Blinder	4nos.			

	vii) 6 Head Leaser	4nos.			
	viii) Smoke Machine 1500w	2nos.			
	ix) Haze Machine 1500w	4nos.			
	x) Avolite Pearl 2010 (with Operator)	2nos.			
	xi) Big T Light Stand	6nos.			
	xii) 200A Changeover & Bussbar	1set			
	xiii) Main cable (100m 3Phase)	1no.			
	xiv) Arena Console	1no.			
	xv) Profile	6nos.			
	xvi) Other Necessary Item to run the show & equipment Smoothly				
	Stage Sound for entire event :		LS		
	i) Linearray 3Way (JBL, Turbo Audio, RCF, other equivalent brand)	12nos.			
	ii) Dual Bass (JBL, Turbo Audio, RCF, other equivalent brand)	8nos.			
	iii) Scarfolding/Tower for Linearray Hanging 25ft Height	1 Pair			
	iv) Stage Floor minitor (JBL, RCF, QSC, LA, other equivalent brand)	8nos.			
	v) Side Fills (Dual bass & Dual 15"Top) (JBL, RCF)	2 Pairs			
	vi) Analog 32ch Mixer with operator (Yamaha, Soundcraft)	1no.			
	vii) Digital 32ch Mixer with operator (Yamaha, Soundcraft)	1no.			
	viii) Snake Cable 32ch	1no.			
	ix) Cordless (Shure, JTS, Senhizer)	4nos.			
	x) Corded Instrument Mic(Shure, JTS, Senhizer)	6nos.			
	xi) Corded Corous Mic (Shure, JTS, Senhizer)	10nos.			
	xii) Cordless lapel, head mic	2nos.			
	xiii) Podium Mic (Shure, JTS, Senhizer)	2nos.			
	xiv) Drum kit Mic 7pic (Shure, JTS, Senhizer)	1 set			
	xv) Di Box (BSS)	5nos.			
	xvi) Mic Stand Tall	10nos.			
	xvii) Mic Stand Small	8nos.			
	xviii) Notation Stand	1no.			
	xix) Clearcomm	4nos.			
	xx) 200A Changeover & Bussbar	1set			
	xxi) Main cable (100m 3Phase)	1no.			
	xxii) Other necessary Item to run the show & equipment smoothly				
	PA System:				
	PA System with soft music and announcement provision with announcer having fluency in Odia, Hindi and english to reach all over the site as per attached general layout. The sound box to be fixed in each light towers for 12 days.	1set	1Set		
2	Providing and fitting fire safety devices at the different locations of the mela ground earmarked in the approved drawing or as directed by the competent authority. The contractor/decorator has to ensure the performance ability and evaluation period of the mentioned safety devices.				
a	Fire Extinguisher (10 Kg)	150nos.	1no.		
b	Sand & Water Bucket	150nos.	1no.		
c	Carbon dioxide extinguisher 4.5Kg.	70nos.	1no.		
	Providing and spraying fire retardant solution of approved manufacturer conforming to IS 8758 : 1993 on walls, ceiling facias etc. of stalls, baricates, gates, stage etc. made out of hessian cloths/fabrics/flex as per	LS	LS		

	approved specifications of fire safety guidelines or as directed by the competent authority.				
3	LED Projector Screen with stand, required accessories and connections:				
	Size:12'x8' with screen & neat black cloth masking full height for entire event ensuring better structural stability to be provided at the suitable places.	5 nos.	1no.		
4	General Ambience creation decoration of Mela ground				
a	Red/Green Synthetic carpeting (brand new) for pathways.	30000 Sq.ft	1sqft.		
b	Green net carpeting (Brand new) in two layers all over the Mela Ground	900000 Sq.ft	1sqft.		
c	Flower Decoration, Ambience Creation & Logistics:				
	i) Flower Bouquet with Lily, Rose, Orchid/Plants in Ceramic pots of size 8" Dia for VIPs & Guests 50 nos. for entire event	50nos.	1no.		
	ii) Rose Sticks (50 nos. per day) for entire event	13day.	1day		
	iii) Flower Decoration for stage and canopy to be changed every alternate day	LS	LS		
	iv) 500 Flower Pots/plants with watering the pots daily for entire event	13 day	1 day.		
	v) Flower Decoration on the 3 entrance/exit gates, to be changed on alternate day	LS	LS		
	vi) Stage decoration for demonstration of Lord Jagannath, Balabhadra and Subhadra statue with lamp arrangement.	For Entire Event	LS		
	vii) 200 nos. of balloons to be floated on the inaugural day	1no.	1no.		
5	1 no. of big Display balloons of 20'dia with Toshali Mela name & required logo printed over it to be floated high for 12 days	For Entire Event	LS		
6	Installation of CCTV at strategic points of Mela ground with five nos. of monitors minimum 55" inch to be installed in control room/fair office and police control room etc. including all cabling, fittings and accessories all complete. (60 points cameras & 15 sensor cameras to record footfall or as per the direction of the authority)	For Entire Event	LS		
7	Daily Cleaning & sweeping of Mela ground, cleaning of the Cultural stage, Green room, Food Court, VIP room, Parking audience area etc. (Cleaning & Sanitation equipment with 150 nos. big dustbin (Bamboo) / Sweepers: Food Court area: (30nos. from 03.00 PM to 11.00 PM) Mela Ground, Parking & Dining Area for Artisans: (70 nos. From 7.00 AM to 3.00 PM & 3.00 PM to 11.00 PM in two shifts) for entire event	LS	LS		
	Clearing of the site including levelling of the mela ground & Parking with the use of excavator / dozers including filling the area and ditches with sand / earth / morrum, etc. complete in all respects as per requirement of the mela authority.	Lump sum	LS		
(M)	Children play Zone with 6" height with 4sides barricade up to 2' height of size 50' X 30'.	1no.	1no.		
(N)	Design of signage with location plan				
	Signage and hoardings including Designing, Approving the Design, editing, Printing and Fixing				
a	Printing, display & mounting of flex banners of size 3' X 6' with mounting on the way to Toshali Mela (From gate to Mela gate)	100nos.	1no.		
b	Signage of flex mounted on batten with installation, of size –8' X 4' (You are here) -clearly mentioned Exits	2nos.	1no.		
c	Signage (flex), 12' X 7' as per design , mounting & installation on wooden frame, plywood, flex & Plastic paint	2nos.	1no.		
d	Glow sign board with framing & display of Indicative				

	Map for facilities available at strategic location (5'-0" x 8'-0")	4nos.	1no.		
e	Glow sign board with framing & display of Ground Map at the entrance (12'-0" x 10'-0")	1no.	1no.		
(O)	Separate stage for deity	1no.	1no.		
	Fascia: Framed and designed, Slope decorative Flex / fabric roofing of the entire roof area with suitable and perfect borders with applique /patch/ murals/ showpieces fixed over/top of it as per design.				
	Decorative pillars as per design with wooden bullah and P.O.P. if required (As per designs of various clusters)				
	The name and no. of the stall shall be written by vinyl stickering over sunboard of required size as per approved design and drawing.				
	Counter:				
	1 No. Wooden counter with appropriate colour cloth cover and jhoti painting as per design of Size -8' X 2' X 2'6"				
	Water proof Roofing:				
	Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling				
	Furnishings:				
	4 Chairs and Front Screen				
	Ceiling Fan including wiring and cabling – 2 No.				
	36 watt LED Light - 8nos.				
	5A/15A switch and socket including wiring and cabling – 3 Nos.				
	Racks with cloth covering if required				
P	OTHER ITEMS				
1	Daily Disinfecting the Premises: Disinfecting the premises including Stalls, Offices, Ground Food court etc with Chlorine and Chlorine Compounds or as approved By Mela Authority for at least once, each Day during Daytime (before starting of mela) for entire Mela period.	Entire Period	LS		
2	Automated Hand Sanitizer : Supplying and Fixing Automatic Hand sanitizer (Sensor Based & Electric operated) including approved Sanitizer chemical at designated places including Signages for the purpose.	20sets	1 set		
3	Photographic Coverage: Coverage Sensor type: full frame 35mm (36 mmx 24 mm), APS-H, Megapixel rating: 18-22 Mp, Proficient Cameraman having experience in covering such events including submission of daily photo softcopies. The contractor will have to submit 05nos of water proof album containing minimum 150 photographs per album of selected photographs with duly editing and printing. Submission of Soft copies of day wise photographs (minimum 1000 photo per day) in DVD format. Coverage from 11.00AM to 10.00 PM daily. The photographic coverage will shall include the pre inauguration activities (01.12.2025 to 14.12.2025) and post inauguration activities (15.12.2025 to 27.12.2025) on daily basis covering all important events/ visit of VIPs/ cultural programmes/ inauguration/ stall activities etc.	Total Work	LS		
4	Video- Recording: Recording the entire event, provide day wise coverage Format HD Video 1080i, shooting & edit (if necessary), must be done on HD 1080i specs and Drone camera, materials for archival purpose must be provided on HD DVD, including Preparing and submitting a cinematic event teaser video of at least	Total Work	LS		

	5mins, with high graphics video clips of entire event, including work time clips, pre-inauguration activities, interviews, editing textings. etc. complete. Coverage from 11.00AM to 10.00 PM daily. The video graphic coverage shall include the pre inauguration activities (01.12.2025 to 14.12.2025) and post inauguration activities (15.12.2025 to 27.12.2025) on daily basis covering all important events/ visit of VIPs/ cultural programmes/ inauguration/ stall activities etc.				
5	Clearing of the site including levelling of the mela ground & Parking area allotted for work with the use of excavator / dozers including filling the area and ditches with sand / earth / morrum, etc. complete in all respects as per requirement of the mela authority (without proper leveling and without filling the holes, spreading green net to cover such irregularities, both the items leveling & green netting will be treated as incomplete work and penalty will be imposed accordingly).	LS	LS		
6	Water for Food stall: Two tanker water for food court area. (Provision of overhead tank for food stall. Water Supply connection to each food stall)	12days	1day		
a	Drinking Water: 40 nos 20 ltr. Mineral Water with dispenser, stand and disposable paper glass at all important points like Control Room/ fair office/ baby care room/ First Aid/ PH help desk/police control/ traffic / fire etc. on each day	15days	1day		
b	2 nos. Automatic tea/coffee dispenser (for staffs & officials) with all required materials and an operator for serving with earthen/terracotta/best quality paper cups (minimum 150 nos. earthen/terracotta pots + 150 nos. paper cups per day).	15days	1day		
c	Benches : Providing and supplying good quality benches for seating arrangement of visitors in different locations of the mela ground earmarked in the approved drawings or as directed by the competent authority.	100 nos.	1 no.		
7	Total Event Insurance				
8	Uttariyas				
a	Handloom uttariyas for felicitation of different awardees and dignitaries during the event.	500 nos.	1 no.		
b	Handlooms uttariyas for felicitation of VVIP during the event on the main stage.	200 nos.	1 no.		
9	Mementos				
a	Customized mementos for felicitation of different awardees and dignitaries during the event.	500 nos.	1 no.		
b	Customized mementos for felicitation of VVIP during the event on the main stage.	200 nos.	1 no.		
10	Bouquet (Arrangement of good quality flower bouquet for Main stage event and Session as per requirement- Flower bouquet ❖ White Lilly Bouquet, ❖ Orchid Bouquet, ❖ Rose Bouquet)	50 nos.	1 no.		
11	Car Pass (Vehicle passes per participating stall & Organizing officials)	300 nos.	1 no.		
12	Drinking water (Providing adequate drinking Water in different zones of the event area through paper cups)	Job	LS		
13	Photography, videography, film, live streaming (videography, photography, pre and post event film, documentation of the entire event covering all technical sessions, main hall sessions)	Job	LS		
14	Wifi/ internet for live streaming (High speed internet connectivity for 13 days)	Job	LS		

15	Kits for Media (Kits for media containing Handloom bag (printed), Pen & writing pads (printed))	1500 nos.	1 no.		
16	Kits for Delegates: Kits for Delegates containing good quality handloom folder (printed), Pen & writing pads (printed), bouquet, bamboo tree with pot.	500 nos.	1 no.		
17	German Hanger with Branding 15,000 sq.ft	15, 000 Sqft.	1 Sq.ft.		
18	Fooding				
a	Lunch for dignitaries, VIPs, Media, Officials etc. @ 200nos. per day	2 days	1 day		
b	To provide canteen services for officials as per the following food items	13 days	1 day		
i	Breakfast : (6 nos. of puri + 1 plate tarkari / 1 plate upama + dalma / 6 nos. of idli + sambar/chatni) Quantity 100 per day. It may increase or decrease as per the requirement.				
ii	Lunch / Dinner (Veg Thali): Rice, Chapati, Dal, Mix Veg., Bhaja, Salad, Papad & Paneer/Mushroom Curry (150 gms) Lunch/ Dinner (Non Veg Thali): Rice, Chapati, Dal, Mix Veg., Bhaja, Salad, Papad & Chicken Curry (150 gms)/Fish Curry (2 nos.) Buffet system Quantity 450 per day (lunch 225 per day & dinner 225 per day). It may increase or decrease as per the requirement.				
19	Pantry setup: Arrangement of Pantry setup facilities with proper service to visiting guests, speakers, Media Personnel at Camp Office Media Lounge, Hon'ble CM Lounge, Reception Office (Tea, Green Tea, Coffee, juice, soft drinks, mineral water, snacks, cookies, chocolates, dry fruits & etc.	Job	LS		
20	Ambulance service : Ambulance & Medical service with doctor for 13 days				
21	Press Conference : Arrangement of Press conference for around 200 participants at Janata Maidan auditorium along with snacks packet, tea, drinking water, media kits (paper folder, pen, writing pad, press release)	Job	LS		
a	Arrangement of snacks, tea, drinking water for officials	Job	LS		
22	Publicity:				
a	Newspaper Advertisement.				
i	Preparation of the design and content of the advertisement for publication in newspaper.				
b	Video Spot advertisement in TV Channels.				
i	Preparation of the design and content of the Spot advertisement for telecasting in TV channels.	Job	LS		
c	Scroll advertisement in TV Channels				
i	Preparation of the design and content of the scroll advertisement for telecasting in TV channels.	Job	LS		
d	Advertisement in FM Radio				
i	Preparation of content for Jingle advertisement for FM Radio Channels.	Job	LS		
e	Social Media Campaign				
i.	Conducting social media campaign.	Job	LS		
f	Design and Installation of Hoardings & Standees (Preparation of design 2D and 3D a tentative list of 06 nos. of places for installation of hoardings along with their size as mentioned below:)				
i	Master Canteen (Railway Station) 20' x 10'	1 no.	1 no.		
ii	Kalinga Hospital Square 30' x 20'	1 no.	1 no.		

iii	Vani Vihar Square 30' x 20'	1 no.	1 no.		
iv	Phulnakhara- Hansapal (facing Bhubaneswar) 30' x 20'	1 no.	1 no.		
v	Link Road, Cuttack 20'x10'	1 no.	1 no.		
vi	Pipli Toll Gate (Puri Road, facing Bhubaneswar) 30' x 20'	1 no.	1 no.		
23	Designing and Printing Materials (The detail of the printing materials for the event is placed below:)				
i	Writing Pad: 21cm x 14 cm with Spiral binding 40 Pages	200 Nos.			
ii	Letter Head: A4 Size Bond Paper, Multi colour	200 Nos.	1 no.		
iii	Envelope: 11 cm x 26 cm Multicolour	100 Nos.	1 no.		
iv	Invitation Card:18 cm x 24 cm, 1 page, Multi colour offset	200 Nos.	1 no.		
v	Envelope for Invitation Card: 130 GSM Multicolour, 20 cm x 25 cm	200 Nos.	1 no.		
vi	Folder File: 400 GSM, 32 cm x 23 cm	200 Nos.	1 no.		
v i	Who's Who : 130 GSM. A4 size, 1 fold, both side print	50 Nos.	1 no.		
v i	Vehicle Sticker (including VVIP/VIP car pass): 300 GSM, 22 cm x 15 cm Size, Multi colour printing	300 Nos.	1 no.		
ix	Certificate: 300 GSM, A4 Size, Multi colour printing	800 Nos.	1 no.		
x	Identity Card: 7cm x 10 1/2 cm size Multi colour printing	1200 Nos.	1 no.		
xi	Cultural Programme leaflet: A4 multicolour 130 GSM paper	1000 Nos.	1 no.		
x i	Food Coupons: 90 GSM, 10 cm x 7 cm, perpeting (100 Sheet)	As per requirement	LS		
24	LED Board Advertisement				
i	Preparation of a one-minute video for advertisement in LED board through Smart City and for display in all the LED Boards installed in the city of Bhubaneswar.	Job	LS		
25	Promotion in Social Media Platform such as insta, facebook, youtube and X etc.				
i	Preparation of short cinematic videos/reels of each day of the programme and upload the same in social media sites through influencer.	Entire event	LS		
26	Battery Operated Vehicle: Well-equipped 4/6-Seater BOV / Golf Cart with experienced Driver	2 Nos.	1 no.		
Total					

(In Words : Rupees Only)

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

The Member Secretary,
SIDAC, Odisha,
Bhubaneswar-751030

Subject: Architect Design, Event Management and Tentage Works for 20th Toshali National Crafts
Mela - 2025" under the Handlooms, Textiles & Handicrafts, Department, Odisha.

[TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in
accordance with your Request for Proposal No.: _____, dated.

I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in
separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial
Proposal are true and correct and I accept that any misinterpretation contained in it may lead to
disqualification of our proposal. Our proposal will be valid for acceptance up to 180 Days and I confirm that
this proposal will remain binding upon us and may be accepted by you at any time before the validity
of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP
document. In case any provision of this RFP are found violated, then your Department shall without
prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said
earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2Bidder's Organization (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Odisha Goods and Services Tax Identification Number (OGSTIN)	
10	Willing to carry out the assignment as per the stipulated scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

TECH -3

Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY 2022-23	FY 2023-24	FY 2024-25
Turnover from Consultancy/ Event Management Business only (in Cr.)			
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (2022 -23, 2023-24, 2024-25) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p>Filled-in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</p>			

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:_____

[NB: No Scanned Signature will be entertained]

TECH- 4

FORMAT FOR POWER OF ATTORNEY

(To be provided in original on Bidder Letter Head as part of the Technical Proposal duly signed by the competent authority of the bidder)

Dated:_____

POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents, we(name and registered office address of the Applicant) do hereby constitute, appoint and authorise Mr.(Name of the Person(s)), domiciled at(Address), acting as(Name and

Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [Name of the Assignment] involving the deliverables as per agreement with ,, vide Request of Proposal (RFP) Document dated, issued by Director of Textiles & Handloom, Bhubaneswar under Handlooms, Textiles & Handicrafts Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For:_____

(Signature of the Authorized Representative with Date) CERTIFIED:

Signature, Name & Designation of person executing attorney

NB: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).

TECH- 5
(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (Lists of completed Assignments of similar nature during last 5 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	*Contract Value (in INR)	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

[*Contract value more than 1.00 Cr.]

Note: Bidders are requested to furnish the list of the similar assignments undertaken/ completed during the last 5 Financial Years (2020-21, 2021-22, 2022-23, 2023-24 & 2024-25) having contract value more than 1.00 Cr. each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Assignments of similar nature means organization of Mela, Fairs, Exhibitions etc. at International, National & State/ Regional Level.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:_____

TECH -6

Comments and Suggestions of the Agency on the Terms of Reference / Scope of Work and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[Present and justify here any modifications to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your technical proposal.]

B: On Input and Facilities to be provided by the Client:

[Comment here on inputs and facilities to be provided by the Client according to Information to the Consultant and Scope of Work]

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

TECH -7

DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the ToR here.

B. Description of Approach and Methodology:

C. Documentation Management Plan for the Client:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

NB: Bidders are requested to furnish the above information limiting it up to 5 -7 pages only

SECTION-5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The Member Secretary, SIDAC,
Odisha, Bhubaneswar – 751030

Subject: Architect Design, Event Management and Tentage Works for 20th Toshali National Crafts Mela - 2025” under the Handlooms, Textiles & Handicrafts Department, Odisha

[FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No., Dated:

.Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 180 days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with

Date and Seal: Address of the Bidder:

FIN-2
(Part-A)
FINANCIAL PROPOSAL

Attach the duly filled up BOQ including rates.

N. B. : Quantities / units mentioned are approximate and may vary as per requirement and final decision taken by the Organising Committee. The quantification does not entail claim to the successful bidder for work executed, but will be paid on actuals verified by a Team of verifying Officers only. The Organising committee reserves the right to alter, reduce, add, or delete any item, quantity, or specifications during the actual execution of work.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal:

FIN-2

(Part-B)

SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Fee Particulars	Amount in INR
A	Total estimated cost as per Fin-2 (Part-A)	
B	Service Charges	
C	GST@	
Grand Total (A+B+C)		
In Words		

N.B. : The bids with following conditions will be rejected as per the decision of the Tender Evaluation committee

1. Financial Proposals do not meet the requirement in all aspects of the RFP
2. The Financial Proposal is non-reasonable and non consistent with the quality required
3. Offered Price are substantial higher than the cost estimate or available budget

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs.16,000/- in form of DD		
4	EMD of Rs.7,00,000/- in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Odisha Goods and Services Tax Identification Number (OGSTIN)		
8	Copies of IT Returns for the last 3 FYs (2023-22, 2023- 24, 2024-25)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH- 3) along with all the supportive documents such as copies of Income- Expenditure Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH- 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH- 5) along with the copies of work orders / contract paper for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
4	Comments and Suggestions (TECH-6)		
5	Description of Approach, Methodology & Work Plan (TECH-7)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

Authorized Signatory [In full and initials]:__Name and Designation with Date and Seal;

FORMAT FOR SUBMISSION OF PRE-BID QUERY

- The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Member Secretary, SIDAC, Odisha, Bhubaneswar through email at [Email: sidacorissa@gmail.com](mailto:sidacorissa@gmail.com) latest by _____ as per the prescribed format only as mentioned below.

S.No .	RFP Document[Section & Page Number]	Content of RFP requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			
5.			
6.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time as per the Instruction sheet of the RFP shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- The Client will Endeavour to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:

PERFORMANCE BANK GUARANTEE FORMAT

To,

The Member Secretary, SIDAC
Odisha, Bhubaneswar-751030.

WHEREAS (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of

.....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of....., 2025

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before due date otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer