

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KENDRAPARA

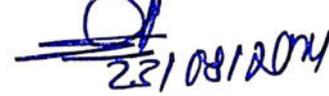
MO SCHOOL ABHIYAN

Letter No: 9140/M // Date: 23 .08.2024

SHORT QUOTATION CALL NOTICE

Sealed Quotation are invited from intending firms/agencies having GSTIN for i.e Tent, Light, sound Event arrangement , food for lunch and refreshment, Certificates with Mementos and photography, videography and live streaming for awardees for District Level felicitation Ceremony to be held on 05.09.2024 under Mukhyamantri Shikhya Puraskar. The sealed quotation complete in all respects should reach O/o the DEO, Kendrapara by 31.08.2024, 2.00 P.M. The detail terms and conditions for Tent, Light, sound Event arrangement, food, & Certificates with Mementos can be obtained from the office of the DEO, Kendrapara. The incomplete quotation received after the due date and time will be summarily rejected. The quotation will be opened in the office of the Collector and District Magistrate, Kendrapara on the same day i.e 31.08.2024 at 4.00 P.M in the presence of the bidders or their authorized representatives. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

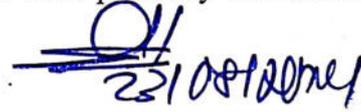
Yours faithfully

  
23/08/2024

Collector and District Magistrate

Memo No: 9141/M // Date: 23 .08.2024

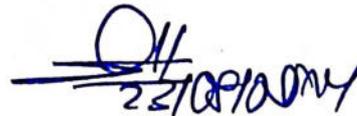
Copy to the Notice Boards of Collectorate, Kendrapara for wide publicity and information of the general public information and necessary action.

  
23/08/2024

Collector and District Magistrate

Memo No: 9142/M // Date: 23 08.2024

Copy forwarded to the Superintendent of Police, Kendrapara / Addl. District Magistrate, Kendrapara / Sub-Collector, Kendrapara / All BDOs/ All Tahasildars / All Executive Officers of ULBs/ All CDPOs/ All District level officers of Kendrapara District/ DPM, OLM, Kendrapara/ ORMAS, Kendrapara/ Mission Shakti Office, Kendrapara/ All Line Department Officers of Kendrapara District for information and necessary action. They are requested to publish the notice in their notice boards for wide publicity and information of the general public.

  
23/08/2024

Collector and District Magistrate

# **SHORT QUOTATION CALL**

**FOR**

**(TENT, LIGHT, SOUND & EVENT ARRANGEMENT), (FOOD -LUNCH & REFRESHMENT), (CERTIFICATES & MEMONTOS), (PHOTOGRAPHY, VEDIOGRAPHY & LIVE STREAMING) FOR MSP DISTRICT LEVEL FELICIATION CEREMONY-2024**

**To be organized by**

**District Education Office, Kendrapara**

## Terms and conditions of

### QUOTATION CALL FOR (TENT, LIGHT, SOUND & EVENT ARRANGEMENT), (FOOD - LUNCH & REFRESHMANT), (CERTIFICATES & MEMONTOS), (PHOTOGRAPHY, VEDIOGRAPHY & LIVE STREAMING) FOR MSP DISTRICT LEVEL FELICIATION CEREMONY-2024

1. Sealed Quotations are invited from the registered firms, decorators and tent houses having the work experience of Exhibitions/ Events/ Mela's in Kendrapara District for total contract of amount Rs.342600 /-.
2. Sealed quotations are invited from the registered firms /press having the work experience of certificates & Mementos for a total contract of Rs. 316200/-
3. Sealed quotations are invited from the registered firms food suppliers having the work experience for supply of food of a total contract of Rs.228400/-
4. The bidders should have registered firm/proprietorship under GST (GSTIN) income tax (PAN or TAN).
5. The work will be assigned to a firm for MSP District Felicitation ceremony. So the rate quoted should be inclusive of all taxes offered by the tent houses/ firms/ press and should be valid for a period of one year.
6. The duration of the event will be for one day. In case of there is any extension of event period, no extra payment will be entertained for the additional days. All the desired works should be completed at least one day before the schedule felicitation ceremony date and time and should hand over all the works as per specification to the in charge of event.
7. On completion of the event, the contractor shall have to take away all the materials next day and vacant the sight with same condition while occupying the ground.
8. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the quotation.
9. The final payment will be made on the basis of the actual work. In case of any additional requirement, the contractor has to take the prior written permission which should be submitted with the bill.
10. The bidders will be responsible for up keep and maintenance of the entire work done by him till the closing of the event. The undersign will not be responsible for any breakage, damage, fire, theft etc of his materials and he has to take suitable step for insurance of his goods used in the event for the above purpose.
11. No part of the contract will be sub-let without the prior written permission of the authority.
12. For convenience and effective delivery, the bidders are to be treated as a package of services. Hence, the firm quoting the lowest quotes and submitted required documents will be considered.
13. It shall be the responsibility of the successful bidders/ contractors to obtain requisite permission for electricity connection/ fire services for the event period from the statutory bodies. The bidders have to supply the fire protection equipment like extinguisher as per the requirement from the fire officer of the concerned area and adhere to the fire safety norms.
14. 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.
15. Having Udyam registration for supply of such item.
16. Tent cover for arrangement of one thousand five hundred students approximately.
17. Food supplier having fassai license
18. EMD Rs.30000/- refundable should pay in favour of Mo School Abhiayn, Kendrapara by means of DD of BG.



Collector and District Magistrate

**Annexure - I**

**APPLICATION FORM FOR BIDDER**

1. Name of the Bidder :-
2. Name of Authorized Person:-
3. Address:-
4. Contact No:-
5. PAN No (encl.Photocopy):-
6. GST Certificate No with date:-
7. General Information : Annual IT Return Statement

Financial Year	Annual Turnover (Rs.)	Remarks
2021-22		
2022-23		
2023-24		

8. Enclosed
  - i) Xerox copy of PAN Card.
  - ii) Xerox copy of GST Registration certificate
  - iii) Photo copy of Registration certificate
9. Years of experience in Government Organization with name of the Organization:-

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Full Signature with date of the Bidder

**Bid Statement for (TENT, LIGHT, SOUND & EVENT ARRANGEMENT)**

**Local Quotation application form for (TENT, LIGHT, SOUND & EVENT ARRANGEMENT) of MSP District Felicitation ceremony of Kendrapara District. Venue: Kendrapara Autonomous College Ground (Last date of submission of quotation form on or before 31.08.2024 at 2.00PM)**

**To**

SI No	Item particular	Unit per day	Rate per unit in Rupees per day	Qty per day	Total amount including all taxes and duties in Rupees
1	Tent work (60 ft*250 ft) with cloth calling , chairs, Sofa and net matting				
2	Stage and Raiser (40 ft*16 ft) with matting podium branding. Tea pot, Vip chair and Turkish				
3	Lights-Tent, Stage and outdoor sides, Air conditioner ( AC) etc				
4	DG 62KV, DJ sound etc				
5	2 nos of 1KVA UPS , cooler etc				
6	Flower decorations of stage, podium and infront of stage with flowers				
7	Sound system 1.Six nos of Top- 2.Two nos of base pin 3.Two nos of floor monitor 4.Two nos of feedback 5.Podium phone 6.Hand Mike 7.Color Mike  The rate coated for tent light etc is inclusive of transportation charge, GST and the cost of all items specified in annexure -II				
Grant total					

**Signature of the Bidder  
with seal**

## Annexure-II

### DETAIL ITEM LIST (TENT, LIGHT, SOUND & EVENT ARRANGEMENT)

Sl. No	Items	Specification	Quantity/No.	Amount [Rs] per one day	Remarks
01	Plastic Chair	With Arm	500		
02		Without Arm	800		
03	Plastic Dinning Table	3 ft X 4 ft	300		
04	Ceiling Fan	High Speed	50		
05	Stand Fan	High Speed	20		
06	Tent House three side open	Roof Tarpoline/Palla with cotton cloth cover	Per sq.ft.		
07		Only cotton cloth cover for both roof and wall	Per sq.ft.		
08	Tent House one side open	Roof Tarpoline/Palla with cotton cloth cover	Per.sq.ft.		
09		Only cotton cloth cover for both roof and wall	Per sq.ft.		
10	Microphone Set	Two sound box and two microphone	each		
11		Six sound box and four microphone	each		
12	Dari	10' x 10'	each		
13		10' x 12'	each		
14	Road Mat	3' x 12'	each		
15	Palla	10'x 10'	each		
16		10'x 12'	each		
17	VIP Chair	With Arm	10		
18	Executive Chair	With Arm	10		
19	Stage fitting with flower, Balllon, etc	15' x 20'	Per sq.ft.		
20		20'x 25'	Per sq.ft.		

**Signature of Bidder  
with seal**

**Bid Statement for (FOOD -LUNCH & REFRESHMENT)**

Local Quotation application form for (FOOD -LUNCH & REFRESHMANT) of MSP District Felicitation ceremony of Kendrapara District. Venue: Kendrapara Autonomous College Ground (Last date of submission of quotation form on or before 31.08.2024 at 2.00PM)

To

SI No	Item particular	Unit per day	Rate per unit in Rupees per day	Qty per day	Total amount including all taxes and duties in Rupees
	Food: 1142 nos of packets one time @ Rs.50/- at morning Refreshment packets –(One petis, One Bon Cake, One sweet, One Bara, One Samosa, One vegetable Chop, One Juice and one water bottles) Lunch: 1142 nos of @ Rs. 130/- one time & water bottle @ Rs.10/- two times. (suggestive item: Rice, dal, vegitable mixture, khata, pass, salad, fish mixture and pampad) Fooding cost is inclusive transportation charge, GST and all other items for serving of food and supply of drinking water bottle (Kinley / Bisleri)				

Signature of Bidder  
with seal

**Bid Statement for (PHOTOGRAPHY, VEDIOGRAPHY & LIVE STREAMING)**

Local Quotation application form for (PHOTOGRAPHY, VEDIOGRAPHY & LIVE STREAMING) of MSP District Felicitation ceremony of Kendrapara District. Venue: Kendrapara Autonomous College Ground (Last date of submission of quotation form on or before 31.08.2024 at 2.00PM)

To

SI No	Item particular	Unit per day	Rate per unit in Rupees per day	Qty per day	Total amount including all taxes and duties in Rupees
	Photography, Videos Shooting and Live streaming with video conference. 1. Four nos of video camera with camera tripod stand and HDMI cable as required 2. Dron with HDMI output port 3. Switcher (4 HDMI port in, one out) with view facility of all 4 in cameras, switcher should works smoothly at switching time without blue screen. 4. Compatible audio system with audio cable. 5. HDMI to fiber optic converter and fiber optic to HDMI converter with 200 mtrs of fiber optic cable. 6. Wall LED (12ft*8ft) =2 nos. 7. Still camera= 3 nos. 8. Internet system. 9. Video capture card HDMI to USB port four nos.				

**Signature of Bidder  
with seal**

**Bid Statement for (CERTIFICATES & MEMONTOS)**

Local Quotation application form for (CERTIFICATES & MEMONTOS) of MSP District Felicitation ceremony of Kendrapara District. Venue: Kendrapara Autonomous College Ground (Last date of submission of quotation form on or before 31.08.2024 at 2.00PM)

To

Sl No	Item particular	Unit	Rate per unit in Rupees	Qty	Total amount including all taxes and duties in Rupees
1	Student Academic Award District Level	121			
2	Student Academic Award Block Level	933			
Grand Total		1054			

Signature of Bidder  
with seal