



## ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, କେନ୍ଦ୍ରାପଡ଼ା

### OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KENDRAPARA

(Culture Section)

dcokendrapara@gmail.com

No.: 878 / DCO // Date: 23 / 12 / 2025

### QUOTATION NOTICE

Sealed quotations are hereby invited from reputed and experienced Event Management Agencies for undertaking comprehensive event management services and arranging 5 (five) numbers of orchestra troupes for 5 (five) consecutive nights (from 10.01.2026 to 14.01.2026) during the upcoming Zilla Mahotsav - 2026, Kendrapara.

#### A. Scope of Work:

1. Complete stage management for 7 days (from 09.01.2026 to 15.01.2026).
2. Arrangement of 5 distinct orchestra troupes (one per night) with quality performances suitable for a large public audience.
  - i. Antara Chakraborty & Co.
  - ii. Asima Panda & Co.
  - iii. Mantu Chhuria & Co.
  - iv. Ruku Suna & Co.
  - v. Kuldeep Pattanaik & Co.
3. Arrangement of reputed distinct host / hostess for 7 days stage programme.
4. Deployment of adequate support staff for smooth organization of stage programme.
5. Coordination with district administration and cultural committee for smooth execution.

#### B. Eligibility Criteria:

1. The agency must be registered under relevant statutory authorities.
2. Minimum 3 years of experience in organizing large-scale cultural/public events.
3. Proven track record of managing similar government events.
4. Must possess valid PAN, GST registration, and other applicable licenses.

#### C. Quotation Schedule:

1. Last Date & Time for Submission: **02.01.2026 up to 5:00 PM.**
2. Date & Time of Opening of Quotations: **02.01.2026 at 5.30 PM** in the office chamber of the Addl. District Magistrate (General), Kendrapara.

#### D. Submission Details:

1. Interested agencies may submit the sealed quotation along with supporting documents mentioned in Para – 'B' at District Culture Office, Kendrapara.
2. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.
3. For further details, please contact District Culture Office, Kendrapara during office hours of working day.

  
COLLECTOR & D.M.

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Memo No. 879 / DCO // Date: 23 / 12 / 2025

Copy to DeGM, Kendrapara for information and requested to upload the notice in District Website.

  
District Culture Officer  
Kendrapara

Memo No. 880 / DCO // Date: 23 / 12 / 2025

Copy to DI & PRO, Kendrapara for information and requested to take necessary action for wide circulation of the notice.

  
District Culture Officer  
Kendrapara