

OFFICE OF THE DISTRICT EDUCATION OFFICER, KENDRAPARA

PANCHASAKHA SIKHYA SETU SANGATHAN

Letter No: 1055 // Date: 02.02.2026

SHORT QUOTATION CALL NOTICE

Sealed Quotation are invited from interested intending firms/agencies/ suppliers having valid GSTIN for i.e Tent, Light, sound, Event arrangement , Stage, 03 nos. of Pavilions, cleaning & sanitization, for celebration of District Level PM SHRI Utsav of Kendrapara District under Panchasakha Sakhya Setu Sangathan (PSSS) at Kendrapara Govt. High School to be held from 11.02.2026.to 12.02.2026. The sealed quotation complete in all respects should reach O/o the DEO, Kendrapara by 07.02.2026, 11.00 A.M. The detail terms and conditions for Tent, Light, sound, Event arrangement , Stage, 03 nos. of Pavilions, 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 District Education Officer, Kendrapara on the same day i.e 07.02.2026 at 2.30 P.M in the presence of the quotationer or their authorized representatives. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.


**District Education Officer
Kendrapara**

Memo No: 1056

// Date: 02.02.2026

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


**District Education Officer
Kendrapara**

Memo No: 1057

// Date: 02.02.2026

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.


**District Education Officer
Kendrapara**

Memo No: 1058/n

// Date: 02.02.2026

Copy to the Notice Boards of Collectorate, Kendrapara/ Manager e-Governance for wide publicity and information of the general public information and necessary action.


**District Education Officer
Kendrapara**

Terms and conditions of

QUOTATION CALL FOR TENT, SOUND & EVENT ARRANGEMENT FOR DISTRICT LEVEL PM SHRI UTSAV-2025-26

01. 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 100000/- .(only for stage) with GST for two days.
02. Sealed quotations are invited from the registered firms having the work experience of Tent, light, sound and event arrangements for a total contract of Rs. 100000/- with GST for two days.
03. Sealed quotations are invited from the registered firm's having the work experience for preparation of 03 Pavilions of a total contract of Rs. 360900/- with GST for two days.
06. The Quotationer should have registered firm/proprietorship under GST (GSTIN) income tax (PAN or TAN)
07. The work will be assigned to a firm for District Level PM SHRI Utsav of Kendrapara District. 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.
08. The duration of the event will be for two 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.
09. 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.
10. 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.
11. 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.
12. The Quotationer will be responsible for upkeep 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.
13. No part of the contract will be sub-let without the prior written permission of the authority.
14. For convenience and effective delivery, the quotationer is to be treated as a package of services. Hence, the firm quoting the lowest quotes and submitted required documents will be considered.
15. It shall be the responsibility of the successful quotationer/ contractors to obtain requisite permission for electricity connection/ fire services for the event period from the statutory bodies. The quotationer has 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.
16. 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.

17. Having Udyam registration for supply of such item.
18. Tent cover for arrangement of one thousand participants approximately.
20. The bidder have to collect the tender from the O/o the DEO, kendrapara with a Processing fees amounting to Rs. 2000/- to be deposited in favour of DEO, Kendrapara/ By cash.
21. EMD Rs.30000/- should pay in favour of Pancha Sakha Sikhyasethu Sangathan (PSSS), Kendrapara.
22. The selected Bidder is ready to provide the items addition as and when required with the same budget.
23. The selected bidder should take utmost care for safety and security of their personal while executing the works. The office shall not responsible for any unwanted incidence during execution of the work.
24. Any dispute arise shall be subjected to the jurisdiction of Kendrapara only.


District Education Officer
Kendrapara

Quotation Details

Quotation call for tentage and allied works for District Level PM SHRI Utsav

SI No	Particulars	Details
	Name of the Client	District Education Officer, Kendrapara
	Date of issue of tender call notice	02.02.2026 at www.kendrapara.odisha.gov.in
	Last date and time for submission of Quotation	07.02.2026 upto 11.00 A.M by Speed post/ Registered post/ by drop box/ courier only
	Date, time and place for opening of Quotation	07.02.2026 at 2.30 PM , DPC, SS,, Kendrapara
	Address for submission of Quotation	District Education Office, Kendrapara, At- Pandiri, Duhuria, Kendrapara
	Court Matter	If there is any dispute in contract period shall be settled in court of Kendrapara Jurisdiction
	Power of the Committee	The Quotation committee reserves right to cancel the quotation call partly or fully without assigning any reason thereof.


District Education Officer
Kendrapara

Bidder Information

Quotation application form for Tent, Light, sound, documentation Stage Management, snacks of District Level Celebration of PM SHRI Utsav
(Last date of submission of quotation form on or before 07.02.2026 at 11 AM)

Quotation Details

SI No	Description	Full Details
1	Name of the Bidder	
2	Address for communication Tel No Email Id-	
3	Name of the authorized person signing and submitting the quotation Mobile No- Email ID-	
4	Registration details: Registration No. Date and Year-	
5	PAN No.	
6	Goods and services tax identification No. (GSTIN)	
7	GST return copy	
8	Income tax return of last 03 financial year(2022-23,20 23-24,2024-25)	

Authorized Signatory (in full and initial) _____

Name and Designation with date and seal _____

Signature of the Bidder with seal

Annexure - I

APPLICATION FORM FOR TENDER

1. Name of the Tenderer :-
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
2022-23		
2023-24		
2024-25		

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

Annexure-II

DETAIL ITEM LIST

Sl. No	Items	Specification	Unity/Quantity/No.	Amount [Rs] per one day	Remarks
01	Plastic Chair	With Arm	1000		
02		Without Arm	1000		
	Steel Chair with white cover		100		
	VIP Sofa 10, stage chair 12, glass fitting T.Poy 05, AC for Stage 02 Podium with microphone		01 units		
	Modern hanger frontage area (considering 10sq.ft per student)		To accommodate 1100 participants		
	Modern hanger for 3 pavilions with innovative designs for the prescribed activities (considering 10sq.ft per student)	40 project stalls accommodate in each pavilions	40 project stalls accommodate in each pavilions		
	Led Backdrop and front view with decoration		4 nos. (6'*8')		
	Stage carpeting and seating area carpeting		60*40 for 1100 seating capacity		
03	Ceiling Fan	High Speed	50		
04	Stand Fan	High Speed	20		
05	Tent House three side open	Roof Tarpoline/Palla with cotton cloth cover	Per sq.ft.		
06		Only cotton cloth cover for both roof and wall	Per sq.ft.		
07	Tent House one side open	Roof Tarpoline/Palla with cotton cloth cover	Per sq.ft.		
08		Only cotton cloth cover for both roof and wall	Per sq.ft.		
09	Microphone Set	Two sound box and 04 nos of cordless microphonemicrophone	each		

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10		Six sound box and four microphone	each		
11	Dari	10' x 10'	each		
12		10' x 12'	each		
13	Road Mat	3' x 12'	each		
14		10' x 10'	each		
15	Palla	10' x 12'	each		
16	VIP Chair	With Arm	each		
17	Executive Chair	With Arm	each		
18	Stage fitting with flower, Ballon, etc	15' x 20'	Per sq.ft.		
19		20' x 25'	Per sq.ft.		
20	LED TV with Stand	60 inch (152 cm)	each		
	Stage arrangement anchor				
	Branding and flowering	as per requirement	as per requirement		
	DG with power backup (800KVA)		01		
	Videography with drone camera and still photography		01		
	Tent for Kitchen shed and 10 Buffer stalls		For 1100 participants		
	Registration Desk+ May I Help You Desk		03 nos+ 01 no		

Signature of the Bidder

Financial Bid Statement

Quotation application form for Tent, Light, sound, District. (Last date of submission of quotation form on or before 07.02.2026 at 11 AM)

To

Sl 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 (70 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 in front of stage with flowers				
7	Videos Shooting & two-way live streaming I. Four nos of video camera with camera tripod stand and HDMI cable as required II. Dron with HDMI output port III. 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. IV. Compatible audio system with audio cable. V. HDMI to fiber optic converter and fiber optic to HDMI converter with 200 mtrs of fiber optic cable. VI. Video capture card HDMI to USB port four nos.				
8	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, DPC, SS, Kendrapara				
9	Snacks: 1000 nos (Approxmatly) of packets one time Refreshment packets -(One petis, One Bon Cake, One sweet, One Bara, One Samosa, One vegetable Chop, One Juice and one water bottles) Snacks cost is inclusive transportation charge, GST and all other items for serving of snacks and supply of drinking water bottle (Kinley / Bisleri)				
10	Food: Launch-Rice, Dal Fry, 2fish fry, mixveg, saga mug, Chilly panner, machha ghanatia, khiri, Ambul khata				
Grant total					

Signature of the Bidder

Financial Bid Statement

Quotation application form for Tent, Light, sound, District. (Last date of submission of quotation form on or before 07.02.2026 at 12.30PM)

To

Sl 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 (70 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				
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10	Food: Launch-Rice, Dal Fry, 2fish fry, mixveg, saga mug, Chilly panner, machha ghandia, khiri, Ambul khata				
Grant total					

Signature of the Bidder

_Annexure-III

DETAIL ITEM LIST

1. Setting of Pavillions & Stage, Light, Sound & Event arrangements

Pavillions	Setting of Canvoy shaped Pavillion with water proof sealing along with tables for display of projects & fixing of Sign Board on top, Ground should be matting with carpet. The colour of Cloth used should be of Orange & White Colour	Inspiring Odisha Gallery	10' X100' (10 nos. of counters)	Rate to be Quoted along with GST
		Science Exihibition	20' X 30'	
		Model Language Lab	20' X 20'	
		Model Sakhyam Kendra	20' X 20'	
		PM Business Meet	10' X 80'	
		Lunch Area	40' X 60'	
		Craft Villa	30' X 30'	
		Model UNO-----	40' X 60'-----	
Main Stage				

Signature of the Bidder

_Annexure-III

DETAIL ITEM LIST

1. Setting of Pavillions & Stage, Light, Sound & Event arrangements

Pavillions	Setting of Canvoy shaped Pavillion with water proof sealing along with tables for display of projects & fixing of Sign Board on top, Ground should be matting with carpet. The colour of Cloth used should be of Orange & White Colour	Inspiring Odisha Gallery	10' X100' (10 nos. of counters)	Rate to be Quoted along with GST
		Science Exihibition	20' X 30'	
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		Model Sakhyam Kendra	20' X 20'	
		PM Business Meet	10' X 80'	
		Lunch Area	40' X 60'	
		Craft Villa	30' X 30'	
		<u>Model UNO-----</u>	<u>40' X 60'-----</u>	
Main Stage				

Signature of the Bidder

DETAIL ITEM LIST

Sl. No	Items	Specification	Unity/Quantity/No.	Amount [Rs] per one day	Remarks
01	Setting of Main Stage	Size 30'*40'(Approx.) with water proof sealing covered with clothes of Orange and white colour for mat , carpet with tables for display of projects. Ground			
02					
		Students sitting area for 1200 nos with chairs,	12		
		VIP Lounge	12		
		Press Galary in front of Main Stage	30		

Signature of the Bidder