

**DISTRICT EDUCATION OFFICER, GANJAM, BRAHMAPUR**

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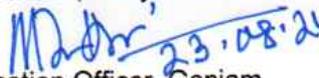
No. 15333

Dt. 23/08/2024

**SHORT QUOTATION CALL NOTICE FOR ARRANGEMENT OF  
TENT, LIGHT, SOUND, SUPPLY OF LUNCH , MEMENTOS & CERTIFICATES**

Sealed quotations in the prescribed format are invited from intending firms/ tent house / food caterers having valid PAN/IT/ GST, food licences etc for arrangement of tent ,light & sound, supply of lunch, mementos ,certificates for organising district level felicitation ceremony under Mukhyamantri Shikhya Puraskar at Chatrapur Stadium, Chatrapur on **05.09.24**. The detailed specification along with terms and conditions and application of bid documents can be obtained by downloading form the Ganjam Dist.web site i.e. . [ganjam.odisha.gov.in](http://ganjam.odisha.gov.in) The bidders are required to submit demand Draft of **Rs. 2000/- (Rupees Two thousand only)** in favour of District Education Officer, Ganjam towards cost of tender paper along with the application of bid. The quotationers are required to quote the price as per the prescribed format along with required documents. The last date and time for receipt of tender paper is **31.08.24 at 2.00 PM** and will be opened on the same day at **3.00PM** in the office of Collectorate Ganjam. Corrigendum/addendum if required, will be uploaded in the above web site. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

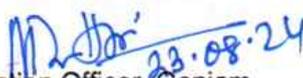
By orders of Collector & Chairperson,  
DLC, Mo school , Ganjam

  
District Education Officer, Ganjam

Memo No 15334

Date 23/08/2024

Copy to the Notice Board of this office/ Collectorate / DRDA, Ganjam for information with a request to display the Quotation Call Notice in their respective Notice Board.

  
District Education Officer, Ganjam

## TERMS AND CONDITIONS

1. Tender Papers should be submitted in sealed cover **through Registered Post / Speed Post / couriers** addressed to District Education Officer, Ganjam, Giri Road, Brahmapur, PIN-760005, Dist. Ganjam .

2. Particular of the items & Deposit of EMD as follows.

Sl.No	Name of the Items	Quantity & Specification & Price Bid	EMD ( Earnest Money Deposit)
1	Tent Arrangement with light & sound, Chair	As per Annex- A	Rs.16000/-
2	Food Arrangement ( lunch & Breakfast)	As per Annex- B	Rs.10000/-
3	Mementos & certificates	As per Annex- C	Rs.15000/-

3. **Following documents must be enclosed with the Application :-**

- a. IT Returns for financial year 2022-23 & 23-24
- b. Valid PAN & GST registration & up to date clearance Certificate.
- c. Food licence for catering supply
- d. Sample paper of certificate preparation & material for Prize ( mementos) must be produced as per our specification before the Committee at the time of opening of tender.
- e. The bidders can apply for one or all items as per their convenient.
- f. The bidders are required to submit demand draft towards EMD ( refundable) in favour of District Education Officer, Ganjam as mentioned above (under Sl.No-02)

**All the above documents and sample items will be verified at the time of opening of tender, falling which quotation application will be liable to rejected.**

4. Payment will be made by DEO, Ganjam after delivery of materials & completion of the programme on submission of bill.

## Annx-A

### Application of Financial Bid For Tent ,Light and sound

Name and Address of the Bidder :

#### Quoted price

Item	Approx. quantity	Specifications	Rate quoted per Sqft .& per item including GST, Transportation ,Packing etc ( Rs.)	Total Quoted Price including tax & other cost (Rs.)
Tent for one day only	25000 sqft	1.Cloth with Tarpaulin ceiling for Dining Hall, Stage, Audience sitting place ,05 nos Stall ( 10x10) 2. Gate , dari , Sofa ( 10 nos,) Carpet Podium, Turkish towel, Flower & ballon decorate, Tea poy with cloth( 10 nos.) , AC cooler for stage		
	3000 Chairs	Arm less plastic chair,		
	Light & Sound	2 nos. Generator ( one for main stage and one for dinning hall ) Mike, light & halogen , fan , mouth ( 05 nos.) etc.		

Signature of the Tenderer

With date and seal

## Annx-B

### Application of Financial Bid For Catering Services

Name and Address of the Bidder :

#### Quoted price

Item	Appx. Quantity in no. ( students and officials)	Menu ( one lunch + Breakfast)	Rate quoted per person ( Rs.) including GST, Transportation ,Packing etc
Food	2600	For lunch ( plain rice,Dal, veg Curry ,Kheer, Papad,Panner motor curry), tamoto khsjur khata + Breakfast ( Upama , Chnna curry,  Water bottle for all participants, Water Tanker ,plate, use and through glass,	

NB- The quantity may be increased or decrease

Signature of the Tenderer

With date and seal

## Annex-C

# Application of Financial Bid For Mementos & Certificates

Name and Address of the Bidder :

### Quoted price

Item	Appx. Quantity	Specification)	Rate quoted per unit ( Rs.) including GST, Transportation ,Packing etc	Total Quoted Price(Rs.)
Mementos	2487	As per state specification		
Certificates	2487	Multi colour A4 size,300 GSM, Glossy Art paper		

NB- The quantity may be increased or decrease

Signature of the Tenderer

With date and seal