

**DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE,**  
**JAGATSINGHPUR.**

At-Jogadhari, Po-/Dist.-Jagatsinghapur, pin-754103, mail-deejgsporissa@yahoo.com

No. 252/DSDEO, Jagatsinghpur

Dated the

21.02.2025

**SHORT QUOTATION CALL NOTICE**

Sealed quotations are invited from reputed Decorators, Tent Houses, Contractors & Firms having the work experience on execution of tent at any exhibition or programme organized by Govt./Corporate sectors for erection of Stage, stalls, waiting space, Box Gate/Plane Gate with electrification and allied works, sound fittings in a single work order for the **Job Fair** to be held at Mini Stadium. Rahama, Sailo, Jagatsinghpur (one day program) on dated 19.03.2025 All the works must be completed in all aspects before **5 P.M.** of the previous day of the program.

Quotations should reach to the office of the District Skill Development-cum-Employment Officer, Jagatsinghpur on or before 05.03.2025 by 11.30 A.M, which will be opened in presence of the Quotationer or their authorized representatives in the Office Chamber of the District Skill Development-cum-Employment Officer, Jagatsinghpur on **06.03.2025 at 04.30 P.M.**

The tender paper dully signed by the Agency/Contractor & superscribed as "**TENDER FOR ERECTING OF TENTAGE**" is only acceptable in shape of speed post/registered post by the schedule date mentioned above. The quotations should be accompanied by the copies of the GST Registration certificate, PAN card, Work experience, financial statement & Labour license of contractor.

The quotation will be finalized by the Tender Committee on the Job Fair framed by the Collector & District Magistrate, Jagatsinghpur. The work order will be issued as per requirement. The payment will be made after receipt of bills in shape of NEFT mode subject to kind approval of the Collector & District Magistrate, Jagatsinghpur.

The authority reserves the right to reject any or all quotations without assigning any reason thereof.

Specification of Stall & other allied works given below:-

Sl. No.	Item	Description of Works	Quantity required	Rate	Amount
1	Box Gate	Ht 15 ft with wide 15 ft cloth border.	01	Rate per Unit/K.V.	
2	Plain Gate	Ht 15 ft with wide 15 ft cloth border.	01		
3	Stall	10ft x 10 ft size, height 15ft, Top Boarder 2.5' for display of stall numbers, Cloth Ceiling, Side Cloth walling, floor mating, 1 Fan, 2 Tables & 5 Chairs each stall. 3 ft height three-line bamboo barricading in front of each stall. The entire stalls with frontage should be covered with waterproof materials.	50		
4	Stage	20ft x 10ft x 15ft height, Top water proof & cloth ceiling, Back side cloth walling with 5 meeting Tables with cover cloth, 08 VIP Chairs & 1 podiums & floor Mating. Brass Candle stand, Wooden Jagannath Idol for inauguration program.	01		
5	Auditorium	80x40 ft size auditorium with 25 ft Height, Top Cloth with waterproof ceiling, side boarders for sitting minimum 1000 candidates in the central place of the venue. Ground matting of the entire waiting space area.	01		
6	Electric Power Generator	Generator 2 K.W. with fuel & Operator.	01		
7	Public Address System	4 Speakers, 2 Stand Microphones & 2 cordless Microphone.			
8	Chair (Fiber)	With carrying charges	1000		

9	Table	With carrying charges	50		
10	Temporary Toilets	Separate for Girls & Boys (Genuine size) with water provision	02		
11	Hording Structure	10' x 10' size bamboo structure & framing to be used as hording for display of information	02		
12	Flower & Balloon Decoration	Lump sum flower & ballon decoration of the Stage, Box Gate & plane gate as well as speech dice are required for decent look.	As per Actual		
13	Flower Bouquet	For Chief Guest, Guest of Honor & VIPs	10		
14	Flex Banner (Matter of the banner will be supplied later)	Stage Banner of 10' x 08' size	01		
		Serial Numbering of stall 1.5 'x 2'	50		
		3' x 1'.5" size nomenclature banner for Police, Media, Medical, Fire, Rest Sheed & Office.	06		
		15' x 3' Box Gate banner (Horizontal)	01		
		15' x 2' Box Gate banner (Vertical)	02		
		15' x 3' Plane Gate banner (Horizontal)	01		
		15' x 2' Plane Gate banner (Vertical)	02		
15	Videography & Still Photography	The whole program needs be covered by recording with good quality videography & Still Photographs. A copy of CD along with Album are to be submitted to the DSDEO, Jagatsinghpur for office record on completion of the program.	CD-01/ Photogr aphs- 30-40		
Total estimated cost @ Rs.					

All above arrangements need to be covered within the budgetary provision of Rs.2,45,000/- (Rupees two lakh & forty-five thousand) only maximum as per the budgetary provision prescribed. However, the lesser rate of the quotation will be chosen as L-1. However, no electricity charges will be paid additionally to the firm/contractor.

Memo No. <sup>253</sup>/DSDEO, Jagatsinghpur,

Date <sup>21.02.25</sup>

District Skill Development  
-cum-Employment Officer,  
Jagatsinghpur.  
Jagatsinghpur

Copy submitted to the office Notice Board of District Skill Development-cum-Employment Office, Jagatsinghpur/ Notice board of the A.D.M., Jagatsinghpur/ A.D.M., Paradeep/CDO-cum-EO, Zilla Parishad, Jagatsinghpur/ E.O., Jagatsinghpur & Paradeep Municipality for favour of kind information of the intending bidders.

Memo No. <sup>254</sup>/DSDEO, Jagatsinghpur,

Date <sup>21.02.25</sup>

District Skill Development  
-cum-Employment Officer,  
Jagatsinghpur.  
Jagatsinghpur

Copy submitted to the District Manager, e-Governance, Collectorate, Jagatsinghpur for information & necessary publicity of the same in the District Portal, Jagatsinghpur.

District Skill Development  
-cum-Employment Officer,  
Jagatsinghpur.  
Jagatsinghpur

## TERMS AND CONDITIONS

for Tent, Decoration and allied works in connection with organization of District Level Job Fair by the District Administration, Jagatsinghpur during 2024-25.

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1. The quotation should be addressed to District Skill Development-cum-Employment Officer, Jagatsinghpur.
2. The applying agency must have the experience of conducting similar task for at State/District level. A certificate in this connection is required to be attached with the quotation.
3. **Date of Program may be changed.** It will be informed well in advance to successful bidder. Bidder must supply the material on modified date of program.
4. The quotation must be accompanied by the copies of valid GST Registration certificate, PAN card, Experience certificate & Labour license.
5. Rate quoted should be valid for three months from date of quotation.
6. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
7. **Tender will be evaluated on total cost basis. Rate of individual item will not be considered for evaluation of proposals.**
8. The price offered by the firm should include all axes especially GST and the GST number is required to be mentioned in the invoice/bill. However, 2% TDS as per norms of the IT will be deducted from the final payment and deposited with the concerned Authority.
9. **Delivery:**  
The supplier will be responsible for delivery of the goods in good condition and installation at their own risk and cost at the location of the function.
10. The Agency/Contractor must complete the task well before i.e. one day in advance of the program date.
11. **Right Reserved by the Institute:** The DSDEO, Jagatsinghpur reserves the right to accept or reject any tender or part thereof without assigning any reasons and shall also not to be bound to given any clarifications to the agencies whose bids are rejected.
12. **Payment:** Payment will be made in Indian rupees only in shape of NEFT within reasonable time subject to receipt of the bills/invoice from the parties & after due approval from the Collector & District Magistrate, Jagatsinghpur.
13. **Sub-letting of the Contract:** The successful bidder shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order.
14. All firm participating in the tender will deposit and **EMD of Rs.1000/- (Rupees one thousand)** only in shape of Account Payee Demand Draft in favour of the District Skill Development-cum-Employment Officer, Jagatsinghpur which is refundable after successful completion of the program under terms & conditions. Without the EMD the tender paper is not acceptable.
15. In case any unsatisfactory work, delay in execution of work, the EMD will be forfeitable as per decision of the Authority.
16. The quotation/tender paper should be accompanied by a demand draft amounting to Rs.100/- (Rupees one hundred) only towards tender cost (Non-refundable). Without the tender cost the quotation/tender will not be acceptable.

  
District Skill Development-cum-Employment Officer,  
Jagatsinghpur

### IMPORTANT NOTICE

*Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders. Conditional quotations are liable to be rejected.*

I am agree to all the terms and conditions mentioned in the bid document of the District Skill Development-cum-Employment Officer, Jagatsinghpur.

Date:

Signature of Tenderer with Seal