

**DISTRICT SKILL DEVELOPMENT AND EMPLOYMENT OFFICE, BOUDH**

Notice No 519 / DSD&EO/ Boudh Dt/ 20.11.2023

**QUOTATION CALL NOTICE**

Sealed quotation are invited from reputed Tent House/function material Suppliers for preparation of tent arrangement for holding of two mini Job Fair for the year 2023-24 in Boudh District. The Job Fair will be conducted on 19.12.2023 at Town Hall Boudh and on 20.12.2023 at Maa Maheswari H.S School, Baunsuni. The specifications as mentioned in Annexure-I(A & B) is required for event arrangement at job fair site.

1. The last date of receipt of sealed quotations is 06.12.2023 by 1 P.M through in the office of District Skill Development cum Employment Officer, District Skill Development and Employment Office, Boudh. The Quotations must have required documents with self attested 1. GST Registration Certificate, 2. PAN, 3. IT Return (AY-2022-23), 4. Aadhar, 5. EMD of Rs.5000/- (Rupees Five thousand) only **in shape of Demand Draft in favour of District Employment Officer, Boudh** payable at Boudh from any Scheduled commercial Bank. The quotation will be opened on the same day i.e on 06.12.2023 at 4PM in the presence of bidders or their authorized representatives (with original documents).
2. Facilities required for Tent House and function material, should be available under a single supplier. The authority reserves the right to accept any/all bids partially/fully without assigning any reason thereof

**Term & conditions**

1. No advance shall be paid to the firm before complete work in full.
2. Quotation with seal covered superscribe **Tent and Allied work of Job Fair 2023-24** alongwith name of the agency and phone/Mobile number should reach at office of the District Skill Development cum Employment Officer before the scheduled time.
3. The rate should include all taxes, freight charges, any other rates or imposition whatever liable in respect of the supply. The District Skill Development cum Employment Officer, Boudh shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the quotation in the event of the acceptance of the quotation.
4. The draft of EMD deposit amount will be checked at opening of quotation, if not found quotation will be out rightly rejected.
5. Quotation which do not comply with the above conditions are to be rejected.
6. The specification and units mentioned at **Annexure I (A&B)** liable to be changed as per the actual requirement of the event.
7. All the above event arrangement should be completed and handed over before twelve hours of the scheduled date of the programme.
8. The last date for receipt of quotation is 06.12.2023 by 1 PM.
9. The Quotation opening time is at 4 P.M on 06.12.2023 in the office chamber of the District Skill Development cum Employment Officer, Boudh. The Bidders or their authorized representative may remain present at the time of opening of tender papers.
10. The undersigned has every right to cancel the quotation without assigning any reason thereof.

Yours faithfully,

*[Signature]*  
20.11.23  
**District Skill Development  
-cum-Employment Officer,  
Boudh**

Memo No 520 / DSD&EO/ Boudh Dt/ 20.11.2023

Copy submitted to :-

1. District Informatics Officer, N.I.C. Boudh for favour of kind information with a request to kindly hoist the same in the District website up to 06.12.2023( 1 P.M) for wide publicity.
2. The CDO cum EO, Zilla Parisad, Boudh/Sub Collector, Boudh/GM, DIC, Boudh/ DI & PRO, Boudh, Dy. CEO, ORMAS Boudh/ Principal, Govt. ITI, Boudh/Principal, Govt Polytechnic, Boudh /All BDOs of Boudh district for kind information with request to display in the office notice board.
3. The Collector, Boudh for favour of kind information.
4. The Director of Employment and CEO, OSDA, Odisha, Bhubaneswar for favour of kind information

*[Signature]*  
20.11.23  
**District Skill Development  
-cum-Employment Officer,  
Boudh**

## Annexure-1

### A. QUOTATION FORMAT FOR JOB FAIR ON 19.12.2023 AT TOWN HALL,BOUDH 2023-24 IN BOUDH DISTRICT

Quotation for tent arrangement at Town Hall, Boudh on dt.19.12.2023.

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_

Sl.No	Specification/Particulars	Quantity	Rate/Per No	Total Amount
1.	Stall (10ft x 10ft) side and ceiling should be covered with cloth and roof covered with tarpulin	45 stalls		
2.	Open space covered with cloth ceiling of (10ft x200ft)	2000sq ft		
3.	Side wall of 200 running foot	200sq ft		
4.	Stage 40 ft x20 ft.wall,sealing cloth and roof & matting	1 stage		
5.	Carpet on the stage.50.ft x 20 ft	1 stage		
6.	Barricading in front of Registration stalls	100 sqft		
7.	Office. 15 ft x10ft(ceiling ,walling & tarpaulin cover)	1 Room		
8.	Box Gate	1 Gate		
9.	Hoarding 10ft x 10ft (Bamboo structure and framing)	2 Nos		
10.	Table	50 Nos.Table		
11.	Plastic Chair	300 chairs		
12.	VIP chairs	10 chairs		
13.	Speech desk	1 Desk		
14.	Meeting Table	3 Tables		
15.	Table Cloth	80 pieces		
16.	Electric Ceiling Fan at stage and auditorium	10 Fans		
17.	Electric Stand Fan	04 Fans		
18.	Generator 15 Kw	01 Generator		
19.	Sound	One stage		
20.	Two separate temporary toilets for gents and ladies	02 nos		
21.	Brass candle stand for programme inauguration	One		
22.	Wooden jagannath idol programme inauguration	One		
23.	Flower Decoration lump sum Gate & stage	Actual		
24.	100 ltr tub	02 nos		
25.	10 ltrs buckets	04 nos		
Grant Total Rs.				

**B. QUOTATION FORMAT FOR JOB FAIR ON 20.12.2023 AT MAA MAHESWARI  
HIGHER SECONDARY SCHOOL,BAUNSUNI 2023-24 IN BOUDH DISTRICT**

Quotation for tent arrangement at-Maa Maheswari Higher Secondary School, Baunsuni Dt 20.12.2023.

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_

Sl.No	Specification/Particulars	Quantity	Rate/Per No	Total Amount
1.	Stall (10ft x 10ft) side and ceiling should be covered with cloth and roof covered with tarpulin	45 stalls		
2.	Open space covered with cloth ceiling of (10ft x200ft)	2000sq ft		
3.	Side wall of 200 running foot	200sq ft		
4.	Stage 40 ft x20 ft. wall, sealing cloth and roof & matting	1 stage		
5.	Carpet on the stage.50.ft x 20 ft	1 stage		
6.	Barricading in front of Registration stalls	100 sqft		
7.	Office. 15 ft x10ft(ceiling ,walling & tarpaulin cover)	1 Room		
8.	Box Gate	1 Gate		
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16.	Electric Ceiling Fan at stage and auditorium	10 Fans		
17.	Electric Stand Fan	04 Fans		
18.	Generator 15 Kw	01 Generator		
19.	Sound	One stage		
20.	Two separate temporary toilets for gents and ladies	02 nos		
21.	Brass candle stand for programme inauguration	One		
22.	Wooden jagannath idol programme inauguration	One		
23.	Flower Decoration lump sum Gate & stage	Actual		
24.	100 ltr tub	02 nos		
25.	10 ltrs buckets	04 nos		
Grant Total Rs.				

**Terms & Conditions**

1. No Advance will be demanded by the firms before completion of work in full.
2. The rate include all charges of excise duty, sales charges ,freight charges, any other taxes rates or imposition whatever liable in respect of the supply and no extra charge will be demanded for above purpose.
3. I will hand over all the arrangements of the event preparation before twelve hours of the scheduled date of programme.

Signature of the authorized signatory  
of the firm with seal