

OFFICE OF THE DISTRICT EDUCATION OFFICER, MALKANGIRI
MO SCHOOL ABHIYAN

Letter No 873/2024

Dated 15/02/2024

SHORT QUOTATION CALL NOTICE

Sealed Quotation are invited from intending firms/agencies having GSTIN for i.e Tent, Light, Sound & Event arrangement with Certificates & Mementos for awardees for District Level Felicitation Ceremony on dtd.24th February, 2024 under Mukhya Mantri Shikhya Puraskar. The sealed quotation complete in all respects should reach Office of District Education Office, Malkangiri by **20.02.2024, 05.00 PM** through Speed Post/Courier/by hand within the given time. Detailed terms and conditions for tent, light, sound, event & Catering Service arrangements can be obtained from the Office of the District Education Office, Malkangiri. The incomplete quotation received after the due date and time will be summarily rejected. The quotation will be opened in the office of Collector & District Magistrate, Malkangiri on the same day i.e. **20.02.2024 at 06.00 PM** 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. The detailed of tender paper is web hosted in the district website i.e. www.malkangiri.nic.in. The arrangement of Catering/Tent/Mementos Services will be for 1132 nos. of participants.

Yours faithfully,


15/2/2024
District Education Officer,
Malkangiri

Memo No 874/2024

Dated 15/02/2024

Copy to the District Information Officer, NIC, Malkangiri for information and necessary action.


15/2/2024
District Education Officer,
Malkangiri

Memo No 875/2024

Dated 15/02/2024

Copy to the Notice Board of Collectorate, Malkangiri for wide publicity and information of general public.


15/2/2024
District Education Officer,
Malkangiri

Memo No 876/2024

Dated 15/02/2024

Copy forwarded to the Superintendent of Police, Malkangiri/ Addl. District Magistrate, Malkangiri/Sub-Collector, Malkangiri/All BDOs/All Tahasildars/All Executive Officers of ULBs/All CDPOs/All District Level Officers of Malkangiri District/DPM, OLM, Malkangiri/ORMAS, Malkangiri/Mission Shakti Office, Malkangiri/All Line Department Officers of Malkangiri District for information and necessary action. They are requested to publish the notice in their notice board for wide publicity and information of the general public.


15/2/2024
District Education Officer,
Malkangiri

SHORT QUOTATION CALL

FOR
Tent, Light, Sound & Event Arrangement
&
Certificates & Mementos for Awardees
&
Catering Service

FOR
MUKHYA MANTRI SHIKHYA PURASKAR-
DISTRICT FELICITATION CEREMONY

To be organized by
District Office, Malkangiri

KD
15/2/2024

Quotation Details		
Sl. No.	Particulars	Details
1	Name of the Client	Collectorate & District Magistrate, Malkangiri
2	Date of Issue of Tender submission of Quotation	15.02.2024 at www.Malkangiri.nic.in
3	Last Date and time for submission of Quotation	20.02.2024 up to 05.00 PM by Speed Post/Registered Post/Courier only/By hand only
4	Date, Time and Place for opening of Quotation	20.02.2024 at 06.00 PM, Collectorate, Malkangiri
5	Address for Submission of Quotation	District Education Office, Malkangiri, At/Po-Malkangiri, Dist-Malkangiri, Pin-764045
6	Court Matter	If there is any dispute in contract period shall be settled in Court of Malkangiri Jurisdiction
7	Power of the Committee	The Quotation Committee reserves right to cancel the Quotation Call Partly or Fully without assigning any reason thereof.


 15/2/2024
District Education Officer,
Malkangiri

TERMS AND CONDITIONS OF
QUOTATION CALL FOR TENT, SOUND & EVENT ARRANGEMENT FOR MSP
DISTRICT FELICITATION CEREMONY

1. Sealed Quotations are invited from the registered firms, decorators and tent houses having the work experience of Exhibitions/Events Mela's in Malkangiri District. (Annexure-A)
2. Sealed Quotations are invited from the registered firms/Press having the work experience of Certificates & Mementos. (Annexure-B)
3. Sealed Quotations are invited from the registered firms/Press having the work experience of Catering Services. (Annexure-C)
4. The Bidders must be registered under Odisha GST (OGST) Act. & also having valid food license issued by appropriate authority of the Govt..
5. The Quotationer should have registered firm/Proprietorship under GST (GSTIN) Income Tax (PAN/TAN).
6. The duration of the event will be for one 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 scheduled Felicitation Ceremony date and time and should hand over all the works as per the specification, to the in-charge of event.
7. On completion of the event, the contractor shall have to take away all the materials next day and vacate the site with the same condition while occupying the ground.
8. 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.
9. 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.
10. 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.
11. No part of the contract will be sub-let without the prior written permission of the authority.
12. 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.
13. It shall be the responsibility of the successful quotationer/contractors to obtain requisite permission for electricity connection/fire services for the event period from 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.
14. In regard to electrical fitting etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its keep and maintenance.
15. The maximum rate per person per day for different components have been decided as under:

Lunch	Rs.150/- per person
Tiffin/Refreshment	Rs.50/- per person

Name & Address of the Firm

Signature with seal


15/2/2024
District Education Officer,
Malkangiri

DECLARATION

I/We do hereby declare that, all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that, in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/we are not satisfying the eligibility criteria prescribed in the relative advertisement of my quotationer is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by Collector & District Magistrate, Malkangiri. In case of any lapse on my/our part which may effect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:

Date:

Signature of the tenderer with seal


15/2/2024

Annexure-A

Bidder Information

QUOTATION APPLICATION FORM FOR TENTAGE, SOUND & EVENT ARRANGEMENT OF MSP DISTRICT FELICITATION
CEREMONY OF MALKANGIRI DISTRICT

(Last date for submission of quotation form on or before ____ February, 2024 at ____)

Sl. No.	Description	Full Details
1	Name of the Quotationer	
2	Address for communication Tel: Email Id:	
3	Name of the authorised person signing & submitting the Quotation: Mobile No: Email Id:	
4	Registration Details: Registration No. Date & Year	
5	PAN Number	
6	Goods and Services Tax Identification Nuber (GSTIN)	
7	The Income Tax Return of last year	
8	GST Return Copy	

Authorised Signatory (In full and Initials): _____

Name and Designation with Date and Seal: _____


15/2/2024

Signature of the tenderer
With seal

Bid Statement

QUOTATION APPLICATION FORM FOR TENTAGE, SOUND & EVENT ARRANGEMENT OF MSP

DISTRICT FELICITATION CEREMONY OF MALKANGIRI DISTRICT

(Last date for submission of quotation form on or before 20th February, 2024 at 05.00 PM)

To,

Sl. No.	Items Particulars	Unit	Rate per unit In Rs.	Qty	Total Amount Including all Taxes and Duties (In Rs.)
A	Tent Work (160 Ft * 100 Ft) with Cloth calling, Chairs, Sofha and Net Matting. (For 1132 participants)				
B	Stage and Raiser (40 ft * 16 ft) with matting Podium Branding.				
C	Lights, Tent, Stage & Outdoor sides				
D	25 K.V Generator with Oil				
E	02 nos. of 1 KVS UPS				
F	Flower Decorations of Stage, Podium & Infront of Stage with original flowers				
G	Video Shutting- I. Four numbers of Video camera with camera Tripod stand and HDMI cable as required (20m, 15m, 10m, 5m) II. Dron with HDMI output port III. Swicher (4 HDMI post IN, one OUT) with view facility of all 4 IN cameras, Swicher should work smoothly at switching time without blue screen. IV. Compatible Audio system with Audio Cable (Four numbers of 3.5 MM Audio Jack RCA male to Sterio Male cable. V. HDMI to fiber optic converter and fiber optic to HDMI converter with 150 Meters of Fiber optic Cable. VI. Video Capture Card (HDMI to USB Port-2nos).				
H	Sound System 1-System numers of Top 2- nos of Base Pin 3- Two numbers of Floor Monitor 4-Two numbers of Feedback 5-Podium Phone 6-Hand Mike 7-Color Mike				
G Total					


15/2/2024

Signature of the Quotationer
With seal

Annexure-B

Bidder Information

QUOTATION APPLICATION FORM CERTIFICATES & MEMENTOS OF MSP DISTRICT FELICITATION CEREMONY OF MALKANGIRI DISTRICT

(Last date for submission of quotation form on or before 20th February, 2024 at 05.00 PM)

Sl. No.	Description	Full Details
1	Name of the Quotationer	
2	Address for communication Tel: Email Id:	
3	Name of the authorised person signing & submitting the Quotation: Mobile No: Email Id:	
4	Registration Details: Registration No. Date & Year	
5	PAN Number	
6	Goods and Services Tax Identification Nuber (GSTIN)	
7	The Income Tax Return of last year	
8	GST Return Copy	

Scope of Work:

For smooth management of Felicitation Ceremony for awardees mementos are required to felicitate the awardees for 1132 numbers in different categories.

Criteria of Applicable Agency

1. Manufacturers of awards/Trophies, Mementos with MSME production certificate, for custom made trophy acry-bonded, laser designed and flame polished with superior gloss with content printed on flat bed.
2. Udyam Adhar & MSME registration mandatory.
3. Adequate experience in designed custom made trophies and must have designed products for prestigious National/International events.
4. Mementos size not less than 6 inches.

Evaluation Process:

The agencies are to submit all the documents mentioned above including the attached format with quoted price for evaluation of the EoI. After evaluation, the agency owner will be finalized by the Committee with due negotiation if required.

Document to be submitted by the Agency:

1. GST Registration Certificate
2. Pan Card

Penalty:

If the quality of the mementos found unsatisfactory on supply then @ 20% of the bill amount will be deducted as per the decisions of the Committee.

Authorised Signatory (In full and initials): _____

Name and Designation with Date and Seal: _____

Signature of the tenderer
With seal


15/2/2024

Bid Statement

**QUOTATION APPLICATION FORM FOR CERTIFICATES & MEMENTOS OF MSP DISTRICT FELICITATION
CEREMONY OF MALKANGIRI DISTRICT**

(Last Date for submission of quotation form on or before 20th February, 2024 at 05.00 PM)

To,

Sl. No.	Items Particulars	Unit	Rate per unit In Rs.	Qty	Total Amount Including all Taxes and Duties (In Rs.)
A	Block/ MC Level School (Secondary) Award	21			
B	Block/MC Level SMC Award	7			
C	Block/MC Level HM (Secondary) Award	7			
D	Student Academic Award Block Level	708			
E	Block/MC Level School Committee Award	7			
F	Schools Elementary Award	21			
G	Block Level G.P Award	7			
H	Block Level Teachers (Elementary) Award & Others	7			
I	Student Academic Award District Level	47			
j	Leadership Award	216			
Grand Total		1048			

**Signature of the Quotationer
With seal**


15/2/2024

Annexure-C

Bidder Information

QUOTATION APPLICATION FORM FOR CATERING SERVICES OF MSP DISTRICT FELICITATION CEREMONY OF
MALKANGIRI DISTRICT

(Last date for submission of quotation form on or before 20th February, 2024 at 05.00 PM)

Sl. No.	Description	Full Details
1	Name of the Quotationer	
2	Address for communication Tel: Email Id:	
3	Name of the authorised person signing & submitting the Quotation: Mobile No: Email Id:	
4	Registration Details: Registration No. Date & Year	
5	PAN Number	
6	Goods and Services Tax Identification Nuber (GSTIN)	
7	The Income Tax Return of last year	
8	GST Return Copy	

Authorised Signatory (In full and Initials): _____

Name and Designation with Date and Seal: _____

Signature of the tenderer
With seal


15/2/24

(In Bidder's letter Head)

[Location, Date]

APPLICATION- TECHNICAL BID

For Catering Services In " _____ "

1. Name of the firm: _____.

2. Name of Proprietor/ Partner / Director:

_____.

3. Full Address of Registered Office:

Telephone No. : _____ Fax : _____

E-Mail Address :

(b) Full Address of Operating / Branch Office:

Telephone No. : _____ Fax No.: _____

E-Mail Address : _____

4. Name & Telephone No. of Authorized Officer /

Person to liaise with Field Office (s): _____

5. Following self -attested documents are attached. The checklist is as under

Place:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/Official Seal of the Firm.

Handwritten signature and date:
_____ / 15/11/2024

Document	Submitted (Yes/No)	Page no,
Valid Goods & Services Tax (GST) registration certificate		
Valid PAN Card.		
Valid food license issued by appropriate Authority of the Govt		
Documentary proof in support of office of the bidder in the State of Odisha issued by Govt. Authority		
Document in support of previous experience in supplying food for at least 1132 persons per day of any organization in a single programme in any one year in last five years /current year.		

Place:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/Official Seal of the Firm.

KSD
15/2/2024

(In Bidder's letter Head)

[Location, Date]

FINANCIAL BID

(Amount in Rs.)

(1)	Rate per person per day for Lunch	Rs. _____/-
(2)	Rate per person per day for Tiffin	Rs. _____/-
Total rate per person per day (1+2)		Rs. _____/-

The above price is inclusive of all charges, duties, levies, transportation cost, material cost, labour cost, cost of printing and supply of food tokens, drinking water, transportation cost etc & excluding of GST. Only GST as applicable will be claimed extra.

Place:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

Date:

**Name & Designation with Rubber Stamp/
Official Seal of the Firm**

LD
15/2/2024

(In Bidder's letter head)

[Location, Date]

Declaration / Certificate

1. I, _____ Son/ Daughter / Wife of Shri _____
Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this tender document;
2. I certified that I have not committed any offense –
 - (a) Under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years."
3. I have carefully read the entire bid document and understood all the terms and conditions of it and undertake to abide by them.
4. The information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. In case of any wrong or false information as found by MOAPS the Member Secretary MOAPS has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.



15/2/2024

Menu to serve		
Date / Day	Lunch	Tiffin

Place:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/
Official Seal of the Firm

Handwritten signature
15/02/2024