

**DISTRICT EDUCATION OFFICE, MALKANGIRI**  
**PANCHASAKHA SHIKHYA SETU SANGATHAN**

Letter No 189/2026

Dated 09/01/2026

**TENDER CALL NOTICE**

Sealed Tender are invited from intending registered firms / agencies having GSTIN for providing Tent, Light, Sound, Stage, Pavilions & Event arrangements, Certificates & Mementos with Snacks, Lunch & Refreshment (Catering Service) in Students for District Level PM SHRI UTSAV Felicitation Ceremony on dtd. **21.01.2026 & 22.01.2026 (02 days)** under PM SHRI. The sealed Tender complete in all respects should reach the Office of District Education Officer, Malkangiri on or before **15.01.2026, 05.00 PM** through **Speed Post/Registered Post/Courier** or may be dropped in the tender drop box during official hour only. The incomplete Tenders received after the due date and time will be summarily rejected. The Tender will be opened in the office of District Education Officer, Malkangiri on **16.01.2026 at 11.00 AM** in presence of the members of the tender committee along with the bidders or their representatives. The undersigned reserves the right to accept or reject any or all the Tenders without assigning any reason thereof. The detailed of tender papers are hereby web hoisted in the district website i.e. [malkangiri.odisha.gov.in](http://malkangiri.odisha.gov.in).

Yours faithfully,

  
District Education Officer,  
Malkangiri

Dated 09/01/2026

Memo No 190/2026

Copy to the Shri Subhashish Patnaik, District e-Governance Manager (DeGM), Malkangiri for information and necessary action.

  
District Education Officer,  
Malkangiri

Dated 09/01/2026

Memo No 191/2026

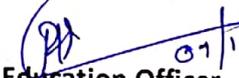
Copy to the Notice Board of District Education Office, Malkangiri for wide publicity and information of general public.

  
District Education Officer,  
Malkangiri

Dated 09/01/2026

Memo No 192/2026

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

  
District Education Officer,  
Malkangiri

Dated 09/01/2026

Memo No 193/2026

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.

  
District Education Officer,  
Malkangiri

# **TENDER CALL NOTICE**

**For  
Tent, Light, Sound, Stage, Pavilion & Event  
Arrangements  
&  
Certificates & Mementos for Awardees  
&  
Snacks, Lunch & Refreshment (Catering Service)**

**On**

**DISTRICT LEVEL PM SHRI UTSAV  
FELICITATION CEREMONY**

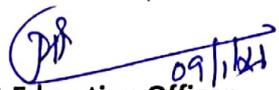
**DATED. 21.01.2026 & 22.01.2026 (2 days)**

*To be organized by*

**District Education Office, Malkangiri**

## TenderDetails

Sl. No.	Particulars	Details
1	Name of the Client	Collector & District Magistrate, Malkangiri
2	Date of issue of Tender submission of Tender	09.01.2026 at district website <a href="http://malkangiri.odisha.gov.in">malkangiri.odisha.gov.in</a> / through office notice.
3	Last Date and time for submission of Tender	15.01.2026 up to 05.00 PM by Speed Post/Registered Post/Courier & Tender drop box only.
4	Date, Time and Place for opening of Tender	16.01.2026 at 11.00 AM, District Education Officer, Malkangiri
5	Address for Submission of Tender	District Education Office, Malkangiri, At/Po-Malkangiri, Dist-Malkangiri, Pin-764045
6	Court Matter	In case of any dispute in contract period the matter settled in the court of Malkangiri jurisdiction only.
7	Power of the Committee	The TenderCommittee reserves right to cancel the TenderCall Partly or Fully without assigning any reason thereof.

  
District Education Officer,  
Malkangiri

## **GENERAL TERMS AND CONDITIONS OF TENDER**

1. Sealed Tender are invited from the registered firms, decorators and tent houses having the work experience of Exhibitions/Events Mela's in Malkangiri District. **(Annexure- I & II)**
2. Sealed Tender are invited from the registered firms/Press having the work experience of Certificates & Mementos. **(Annexure- III & IV)**
3. Sealed Tender are invited from the registered firms/Press having the work experience of Photography, Videography and Live Streaming Services. **(Annexure- V & VI)**
4. Sealed Tender are invited from the registered firms/ agencies having the work experience of Lunch and Refreshment (Catering Services). **(Annexure- VII & VIII)**
5. The Bidders must be registered under Odisha GST (OGST) Act. & also having valid food license issued by appropriate authority of the Govt.
6. The Bidder should have registered firm/Proprietorship under GST (GSTIN) Income Tax (PAN/TAN).
7. 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.
8. 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.
9. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the Tender.
10. The final payment will be made on the basis of the actual work exacted. In case of any additional requirement, the contractor has to take the prior written permission which should be submitted with the bill.
11. The Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the event. The undersigned will not be responsible for any breakage, damage, fire, theft or loss of his materials and he has to take suitable step for insurance of his goods used in the event for the above purpose.
12. No part of the contract will be sub-let without the prior written permission of the authority.
13. For convenience and effective delivery, the Tenderer is to be treated as a package of services. Hence, the firm quoting the lowest quotes and submitted required documents will be considered.
14. It shall be the responsibility of the successful Bidder/contractors to obtain requisite permission for electricity connection/fire services for the event period from statutory bodies. The Bidder 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.
15. 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.
16. All Bidder will submit their Technical Bid and Financial Bid in two (02) separate sealed envelope along with required documents as specified in the tender.
17. A bidder may apply for any one or some or for all above six numbers of works.
18. The bid to be submitted by the Bidder shall consist of two (2) parts :-

### **Part - I:- "Technical Bid" (1st Envelope) shall contain:-**

The Tenderer/Supplier participating in Tendering process should submit the details as per the format "Format of Technical Bid". in separate envelop and should write clearly on the top of envelop i.e., **"Tender for Technical Bid for DISTRICT LEVEL PM SHRI UTSAVFELICITATION CELEBRATION, on dtd.21.01.2026 & 22.01.2026.**

**Part – II :- "Financial Bid " (2nd Envelope) shall contain:-**

The Tenderer/Supplier participating in Tendering process should submit the details as per the "Tender for Financial Bid for DISTRICT LEVEL PM SHRI UTSAV FELICITATION CELEBRATION, on dtd.21.01.2026 & 22.01.2026. i.e., Schedule of Rates

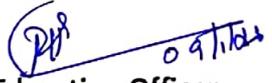
The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one **Main Envelope** and should write clearly on the top of envelop i.e., as "Tender for DISTRICT LEVEL PM SHRI UTSAV FELICITATION CELEBRATION, Malkangiri, on dtd.21.01.2026 & 22.01.2026.

- a. The members of the committee will open technical bid and financial bid only in presence of the bidders and committee members.
  - b. The sealed Tenders shall be accepted as per the prescribed Proforma only, otherwise the quotation shall be rejected automatically.
  - c. Place, date and time of receiving Tender -The sealed tender papers should reach to office of the District Education Officer, Malkangiri - 764045 through Speed Post/Registered Post/Courier or may be dropped in the tender drop box during official hour during official hours on or before 15.01.2026 by 5:00 PM . The authority will not be responsible for any postal/other mode of delay.
    - a. Other means of receipt of Tender will be rejected.
    - b. Tender received after the stipulated date and time shall be liable for rejection.
19. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in Godown of the bidders if necessary. Further the undersigned reserves the right to reject any oral tenders without assigning any reasons thereof.
20. The bidder or the authorized representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.
21. The quoted price in the financial bid should not be exceeding the price in the open market.

The Collector-cum-District Magistrate- cum- Chairman, PSSS Committee, Malkangiri reserves the right to accept or reject any or all Tenders, full or part of the tenders without assigning any reasons whatsoever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Malkangiri jurisdiction only.

The above-described works may be modified, if felt necessary and the firm should be accommodative to these minor changes. The Tender finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the tender without giving any reason thereof and the firm will be black listed.

**Name & Address of the Firm**

  
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 Tenderer 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 affect 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**

## THE DETAILS AND SCOPE OF DIFFERENT WORKS

### 01. Tent, Light, Sound, Stage, Pavilions and Event Arrangements: -

The Tenderer shall submit the lowest possible rates (Including appropriate Taxes) for **erection of one audience gallery-cum-VIP lounge** with following specifications.

Sl. No.	Particulars	Work Specifications
A	<b>Structure</b>	Iron Pools and Bamboo <i>Balha</i> with high density covering. The design structure should be covered with batten framing & cloth of appropriate colour.
B	<b>Size</b>	Hall Size 80 X 300 Ft. <b>Height of Hall- At centre-20 feet and at both side-15 feet.</b>
C	<b>Pavilions Size</b>	3 no of pavilions of 10 sq.ft. per student. <b>Height of Hall- At centre-20 feet and at both side-15 feet.</b>
D	<b>Ceiling &amp; Wall</b>	Ceiling of audience gallery-cum-VIP lounge shall be finished with maroon / white cotton cloth properly stretched on wooden batten frames. The entire tent will be covered with good quality <b>Tarpaulin</b> to make the students, teachers, audience and VIPs safe from the rain.
E	<b>Flooring</b>	The total area should be covered with new good quality mat and the main path and other sub-path should be covered with carpet.
F	<b>Furniture</b>	The firm will supply VIP Sofa sets- 15 nos and VIP Chairs 100 nos for VIP zone gallery. The VIP gallery should cover with maroon carpet. Minimum 800 (Eight Hundred) good quality plastic chairs for audience gallery with block wise divider.
G	<b>Electric Fittings</b>	Tube Light/Led Light (200 watt) = 20 no., Ceiling fan- 30 no, Stand fan – 10 no, 2 no of sound less pedestal fan and 2 nos cooler, Generator-2 nos. 1 no main electrical control Panel should be erected for management of entire electric connection for Light, Sound, Led Walls and all Cameras.
H	<b>Sound System</b>	One audio DVD/CD player and one microphone and 2-Cordless with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire hall.
I	<b>Flower Decoration</b>	Flower Vase with Sufficient Live flower decoration at the entrance, exit and four sides of the wall, Live flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Oriya).
J	<b>Flex</b>	All Banners, Flex at Back drop and standy at gate as per specification of PSSS.
K	<b>Main Stage</b>	<b>The size of the main stage is 50X20 Feet and stage height is maximum 3 Feet, Height of the Stage Hall should be 20 feet from the ground. The structure will be erected by the Iron Pools and Bamboo <i>Balha</i> with high density water proof tarpaulin covering. The design structure should be covered with batten framing &amp; cloth of appropriate color The Firm will supply VIP Sofa sets- 8 Nos, VIP Chairs 12 Nos and 6 Nos small low height table for the stage with guest refreshment, bouquet / Flower pot and all requirement of stage.</b>

## **02. Preparation of Certificate & Mementos:**

The firm will prepare 138 no of multi-color certificates and 138 no of Manapatrapaper size 8.5x11 inch, 300 GSM Glossy Art Paper Multi Colour Print., The approved design attached.

The firm will prepare 138 nos of Mementos as per the quantity specified below and as per the design provided by state Govt. for PM SHRI.

1. PM SHRI School Students - 138 nos

## **03. Snacks, Lunch & Refreshment (Catering Service):**

The firm will Prepare and distribute 750 no of Veg (150 )& Non Veg (600) meals with roof top cloth shed and 07nos of counter for serving with service boys. Meals will serve in paper plate and provision for drinking water (700 ml water bottle).

Menu for Snacks- Biscuits, Mixture, Banana & Sweets.

Menu for Lunch- Rice, Dal, Mix Veg Curry, Khata, Paneer Curry for Vegetarians.

Menu for Lunch - Rice, Dal, Khata, Chicken Curry, Mix Veg Curry for Non-Vegetarians.

Menu for Breakfast- Upama and Potato Motor curry with Tea.

Menu for Refreshment for Guests- Kaju, Apple, Pista Badam, Biscuits, Banana, Sweets, Tea.

# Annexure-I

## Technical Bid

TENDERAPPLICATION FORM FOR TENT, LIGHT, SOUND, STAGE, PAVILION & EVENT ARRANGEMENTS  
OF DISTRICT LEVEL PM SHIRI FELICITATION CEREMONY OF MALKANGIRI DISTRICT ON 21.01.2026 &  
22.01.2026

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

Authorized Signatory (In full and initials): \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature of the tenderer  
with seal

## Annexure-II

### Financial Bid

TENDER APPLICATION FORM FOR TENT, LIGHT, SOUND, STAGE, PAVILION & EVENT ARRANGEMENTS OF  
DISTRICT LEVEL PM SHRI FELICITATION CEREMONY OF MALKANGIRI DISTRICT ON 21.01.2026 &  
22.01.2026.

To,

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Sl. No.	Items Particulars	Unit	Rate per unit in Rs.	Qty	Total Amount Including all Taxes and Duties (In Rs.)
A	Tent Work (80 X 300 Ft) with Cloth calling, Chairs, Sopha and Net Matting. (For 750 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	<u>Sound System</u> 1-System numbers 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				
<b>G Total</b>					

Signature of the Tenderer  
With seal

## Annexure-III

### Technical Bid

#### TENDERAPPLICATION FORM CERTIFICATES & MEMENTOS OF DISTRICT LEVEL PM SHRI FELICITATION CEREMONY OF MALKANGIRI DISTRICT ON 21.01.2026 & 22.01.2026

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

#### Scope of Work:

For smooth management of Felicitation Ceremony for students mementos are required to felicitate the students for 138 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.

Authorized Signatory (In full and initials): \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature of the tenderer  
With seal

## Annexure-IV

### Financial Bid

TENDERAPPLICATION FORM FOR CERTIFICATES & MEMENTOS OF DISTRICT LEVEL FELICITATION  
CEREMONY OF MALKANGIRI DISTRICT ON 21.01.2026 & 22.01.2026.

To,

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Sl. No.	Items Particulars	Unit	Rate per unit in Rs.	Qty	Total Amount Including all Taxes and Duties (In Rs.)
	<b>Certificates</b>				
1	PM SHRI School Students Block Level Certificate	138			
	<b>Total</b>	<b>138</b>			
	<b>Mementos</b>				
1	PM SHRI School Students Block Level Certificate	138			
	<b>Total</b>	<b>138</b>			

Signature of the Tenderer  
With seal

**Technical Bid**

**TENDER APPLICATION FORM FOR SNACKS, LUNCH & REFRESHMENT (CATERING SERVICES) OF DISTRICT LEVEL FELICITATION CEREMONY OF MALKANGIRI DISTRICT ON DTD. 21.01.2026 & 22.01.2026**

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

Authorized Signatory (In full and initials): \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**Signature of the tenderer  
With seal**

## Annexure-VI

### Financial Bid

TENDER APPLICATION FORM FOR SNACKS, LUNCH & REFRESHMENT (CATERING SERVICES) OF DISTRICT LEVEL FELICITATION CEREMONY OF MALKANGIRI DISTRICT ON DTD. 21.01.2026 & 22.01.2026.

Sl. No.	Menu to Serve	Unit	Rate per unit in Rs.	Qty	Total Amount Including all Taxes and Duties (In Rs.)
1	Snacks- Biscuit, Mixture, Banana & Sweets				
2	Breakfast- Upama and Potato Motor curry with Tea				
3	Lunch- Rice, Dal, Mix Veg Curry, Khotta, Paneer Curry for Vegetarians.				
4	Lunch- Rice, Dal, Khotta, Chicken Curry, Mix Veg Curry for Non-Vegetarians.				
5	Refreshment for Guests- Kaju, Apple, Pista Badam, Biscuits, Banana, Sweets, Tea				
<b>Grand Total</b>					

Place:

SIGNATURE OF TENDERER'S OFFICIAL SIGNATORY

Date:

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

**(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.**

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 750 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.

(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. _____/-        |
| <b>Total rate per person per day (1+2)</b> |                                    | <b>Rs. _____/-</b> |

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**

(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.