



DISTRICT EDUCATION OFFICE & DPC,SS, MAYURBHANJ

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No. 606 / Dt. 09/02/2026

Expression of Interest (EoI)

For short listing of agency for Tent, Stage Arrangement, Light & Sound Service

Expression of Interest (EoI) is invited by the Collector & District Magistrate, Mayurbhanj from intending reputed Tent Owners to provide tent, light, banner, flowers in stage with all necessary arrangement, gate & sound services in the **District Level PM SHRI UTSAV-2025** under S&ME Deptt. in coordination with Panchasakha Shikhya Setu, Govt of Odisha scheduled to be organised in the campus of PM SHRI, MKC High School, Baripada, Mayurbhanj in which 2000 participants will participate. Interested tent owners having valid GST certificate may offer their quotation in sealed envelope latest by **23-02-2026** up to **02:00 PM** which will be opened by District Level Committee on the same day at **05:00 PM** in the chamber of **ADM, Education, Mayurbhanj**. The bidder may remain present or send their authorised representative while opening of quotation. The EoI in sealed cover are to be dropped in the box placed in the office of **DEO & DPC, Samagra Shikshya, Mayurbhanj** during office hours on working days even holidays and any proposal received after due date will not be entertained. The authority reserves the right to cancel/ modify any or all quotations in part or whole without assigning any reason thereof.

Interested and eligible agencies may download EoI from the district website www.mayurbhanj.nic.in.

Scope of Work:

1. For smooth management of PM SHRI UTSAV participants, tent, light, flowers in stage with all necessary arrangement, gate, banner & sound services with coverage of 2000 pupils is required with sitting arrangement under the tent and stage area. The details are attached in a separate sheet attached herewith as Annexure-I.
2. The agency must have experience to organize and arrangement for 5000 participants.
3. The preference will be given for the agencies experience with Govt. Department.

Evaluation process:

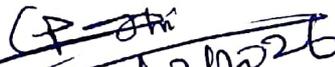
The Tent owner are to submit all the documents mentioned above including the attached format with quoted price for evaluation of the EoI. After evaluation, the Tent owner will be finalized by the Committee with due negotiation if required.

A. Document to be submitted by the Agency :

1. GST Registration Certificate
2. GST Return documents 2024-25.
3. PAN Card.
4. EMD amount of Rs. 25,000/- (Rupees Fifty Thousands only) in favour of **DEO -cum- DPC, Samagra Shikshya, Mayurbhanj**, in form of Bank Draft (BD) to be deposited by the Agency. The EMD money of unsuccessful bidder will be refunded after finalization of EoI.

B. Penalty:

If the quality of the tent, light, stage arrangement and sound services found unsatisfactory during the event then @ 10% of the bill amount will be deducted as per the decisions of the Committee.


District Education Officer & DPC
Samagra Shiksha, Mayurbhanj



Tent arrangement at event venue point				
Sl. No.	Items description	Tent area	Qouted price per unit per day(in Rs.)	Total price
1	Water proof strong built Tent with sitting arrangement under the tent and stage/dias	to accommodate 2000 persons		
Separate Stage arrangement for two days				
2	Stage with back drop of size 24' X 32'	1		
3	Flex fitting with batten frame of size 20' X 10'	1 piece		
4	03 nos. of pavilions	to accommodate 300 persons in each pavillion		
5	Separate box arrangement for police personal/first Aid/ Media/ Help desk	to accommodate 20 persons in each box		
6	Dinning space with serving counters with all arrangement	to accommodate 2000 persons		
7	Stage chair for Guest	12		
8	Glass fitting T. Poy	4		
9	Podium	1		
10	White Foam sofa	8		
11	Steel Chair for VIP	50		
12	Fiber Chair	2000		
13	Fiber Table	20		
14	Flower decoration at stage and gate	1		
15	Lying of mat at Stage, Auditorium & Road with coverage of entire tent area.	1		
16	Sound system with 2 nos. of cordless microphone, mixture and other for Award programme	1		
17	Installation of fan & DG Set for power backup	adquete nos. of fan to cover the stage and tent area with DG set for power backup		
18	Foam mattress, pillow, bedsheet	to accommodate 1000 participants		
19	Flex banner with fitting	1. 1 nos full cover banner for main gate.(16x3) 2. 03 nos. LCD (6x2) for pavillion. 3. 10 nos. of (3x2) banner for different requirement.		
Total Amount				
GST @18%				
Grand Total Amount				