

DISTRICT SKILL DEVELOPMENT AND EMPLOYMENT OFFICE, MAYURBHANJ

At- Walliganj, W. No.-2, Po.- Bhanjapur, Baripada. E-mail- employment_baripada@rediffmail.com
Land Line 06792-252747 (O) / Cell No.9438758111 (DSDEO)

Notice No:.....314..... /DSDEO, Mayurbhanj, Baripada, Date.02.02.2026

QUOTATION CALL NOTICE

Sealed quotations are invited under quotation call notice, from reputed Tent House / Function material Suppliers / Event Management Agencies for preparation of tent arrangement for holding of District Level Job Fair on 26.02.2025 at Rairangpur College Field, Rairangpur for the year 2025-26 in Mayurbhanj District. The Agencies can submit quotation for the event. The specifications as mentioned in Annexure-A is required for Job Fair event arrangement.

Eligibility:-

1. The Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of Rs.1,000/- (Rupees One Thousand) Only in the form of Demand Draft drawn in favour of "Collector, Mayurbhanj & District Skill Development-cum-Employment Officer, Mayurbhanj".
2. Facilities required for Tent House and function material, should be available under a single supplier for the single event.
3. The cost of tender papers is Rs.200/- (Rupees Two hundred) Only. Applicants can receive copy of tender papers by deposit of Rs200/- at Head Clerk (Accounts Section) and to receive the money receipt from the office. The applicants downloading the tender papers from District Portal has to receive the money receipt from the office of the undersigned by depositing Rs.200/- or to enclose a Demand Draft of Rs.200/- drawn in favour of "Collector, Mayurbhanj & District Skill Development-cum-Employment Officer, Mayurbhanj". The Demand Draft for EMD amount and Demand Draft towards cost of tender paper amount (if this condition arises), should be separate one.

Terms & Conditions:

1. All items and specifications mentioned in Annexure-A should be made available within budget provision of Rs.2,10,000/- including all taxes, if any.
2. No Advance shall be paid to the firm before complete work in full.
3. Quotation / Tender papers should reach at office of the District Skill Development-cum-Employment Officer, Mayurbhanj, Baripada by postal/courier services before the scheduled date and time, as mentioned below. The sealed quotation/tender can also be dropped in the sealed box available at Accounts Section on or before the scheduled date and time.
4. Sealed Envelopes should mention at the top of the envelope in capital letters "QUOTATION FOR EVENT ARRANGEMENT OF JOB FAIR 2025-26 AT RAIRANGPUR" with name of the Agency and mobile number.



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5. The rate should include all taxes, GST, freight charges, any other rates or imposition whatever liable in respect of the supply. The District Skill Development-cum-Employment Officer, Mayurbhanj shall not be liable to pay any additional tax, freight etc. in the event of the acceptance of the quotation. 2% TDS will be deducted at the time of payment, as the bill amount will be greater than Rs.30,000/-, the TDS 2% will be deposited against the PAN No. of the Quotationer as per Income tax Rule.
6. The Demand Draft of EMD deposit amount, Demand Draft of Tender cost amount (if applicable) and copy of Money Receipt of tender cost (if applicable) will be checked at opening of quotation, if not found, quotation will be out rightly rejected.
7. These instructions (Quotation format) to tender are to be signed by the Tent House Proprietor/Agencies/Contractors and returned with the tender. Self-attested copies of supporting documents like Registration number, PAN, TAN, GST, minimum one experience certificate for arrangement of Govt. programs within two years, IT Return copy of last financial year etc. if any, may be submitted with tender document.
8. Basis of Selection :-
 - i. Having GST No. and will produce GST Bill within the above budget provision.
 - ii. Registration No.
 - iii. PAN / TAN No.
 - iv. More numbers of Experience Certificates for arrangement of Govt. programs in last two years.
 - v. Highest income turnover/gross amount in Income Tax Return copy of last financial year
9. **The specifications mentioned at Annexure-A liable to be changed as per the actual requirement of the event.**
10. All the above event arrangements should be completed and handed over before twelve hours of the scheduled date of the programme.
11. **The last date for receipt of quotation/tender copy and money receipt is 16.02.2025 by 02:00 PM.**
12. **The last date for receipt of quotation by registered post or dropping in tender box is 16.02.2025 by 03:00 PM.**
13. The quotation opening time and venue will be intimated over telephone. The Bidders or their authorized representatives may remain present at the time of opening of tender papers.
14. Quotations which do not comply with the above conditions are liable to be rejected. The undersigned has every right to cancel the quotation without assigning any reason thereof.

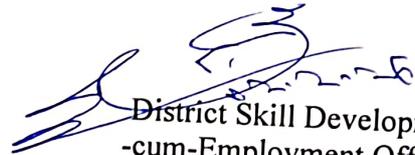

District Skill Development-cum-
Employment Officer, Mayurbhanj.

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Memo No...315...../ DSDEO, Mayurbhanj, Baripada Date.02.02.2026

Copy submitted to:-

1. The District e-Governance Manager, Mayurbhanj for kind information and requested to up load in District Website, Mayurbhanj for publicity.
2. The CDO-cum-EO, Zilla Parishad, Mayurbhanj, Baripada / Sub-Collector, Baripada/ Sub-Collector, Kaptipada, Udala / Sub-Collector, Bamanghaty, Rairangpur / Sub-Collector, Panchpir, Karanjia / GM, DIC, Mayurbhanj / DI&PRO, Mayurbhanj / ADI&PRO, Rairangpur / Principal, Govt. Polytechnic, Mayurbhanj/ Principal, Govt. TTI, Takatpur, Baripada / Tahsildar, Rairangpur / Executive Officer, Municipality, Rairangpur / Principal, Rairangpur Degree College, Rairangpur for favour of kind information and it is requested to display the tender in the Office notice board for wide publicity.
3. The Notice Board of the District Skill Development & Employment Office, Mayurbhanj / Employment Sub-Office, Rairangpur / Karanjia/ Udala for information of the willing Agencies.
4. The Collector & DM, Mayurbhanj for favour of kind information for display in the District Office notice board for information of the willing Agencies.
5. The Director of Skill Development & Employment and CEO, OSDA, Odisha, Bhubaneswar for favour of kind information.


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Annexure-A

QUOTATION FORMAT FOR JOB FAIR 2025-26 TENT ARRANGEMENT WORK
IN MAYURBHANJ DISTRICT AT RAIRANGPUR COLLEGE FIELD ON 28.03.2025

Name of the Tent House/Agency.....

Address.....

Name and Mobile No. of Manager.....

Sl. No.	Specifications / Particulars	Quantity	Rate / Per unit.	Total Amount
1.	Stall: (8ft X 5ft), backside and ceiling should be covered with cloth, partition cloth in between stalls and roof covered with tarpaulin/ plastic dari,	60 Stall		
2.	Cloth covering 2.5 ft height in front of stall for display of hoarding and stall No. (2.5 ft X 480 ft)	1200 sq ft		
3.	Open space in front of stall covered with cloth ceiling (5 ft X 480 ft)	2400 sq ft		
4.	Stage: 30 ft X 10 ft, side and roof cover with tarpaulin, side wall & ceiling covered with cloth & carpet on the stage.	1 Stage		
5.	Auditorium : 60 ft X 30 ft., ceiling cloth (white and saffron cloth) & plastic net matting.	1 Auditorium		
6.	Office: 10 ft. X 6 ft. (Ceiling, walling, matting & tarpaulin cover)	1 Room		
7.	Plain gate			
8.	Hoarding: 10 ft. X 10 ft. (Bamboo structure and framing)	2 No. 2 Nos.		
9.	Table :			
10.	Plastic Chair	70 Nos.		
11.	VIP Chair with white towel	600 Chairs		
12.	Speech Desk	8 Chairs		
13.	Meeting Table	1 Desk		
14.	Table Cloth (White/Saffron)	4 Tables		
15.	Electric Plug Point for Computer at stage	70 Pieces		
16.	Generator : 1.5 KW	04 Points		
17.	Sound System	1 Generator		
18.	Stand fan at stage and auditorium	Per Stage		
19.	Ceiling fan at auditorium	4 nos.		
20.	Ceiling fan at each counter	8 nos.		
21.	Brass Candle Stand for programme inauguration	1 no.		
22.	Wooden Jagannath Idol for programme inauguration	One no. One no.		


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23.	Flower Decoration Lump sum: Gate & Stage	Actual		
24.	Balloon at stage and auditorium lump sum	Actual		
25.	Flower Bouquet : For Guests	8 Bouquet		
26.	Flex banner for stage, auditorium, pavilion, gate and stall numbering	500 Sq. Ft		
27.	500 ltr. of PVC drinking water filled container	1 no.		
28.	50 ltr. Tub	4 nos.		
29.	Buckets of size 10 ltrs.	6 nos.		
30.	Steel Jug /New Plastic Mug	4 nos.		
31.	Cleaning of ground, cleaning nails & filling up digging holes before and after the programme	3000 sft.		
32.	Photography and videography of the event (only supply of soft copy in two separate Pendrives)	Of total programme		
Grant Total (in Rs.)				2,10,000/-

(Rupees Two lakh ten thousand) Only

- All clothes will be supplied in white and saffron in colour

Signature of the Authorised Signatory
of the Tent House/Agency with seal.



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