

DIRECTORATE OF ECONOMICS & STATISTICS: ODISHA: BHUBANESWAR

Letter No 2256 /DES-NSS-006/2023/Date/ 17.4.23

QUATATION CALL NOTICE

Sealed Quotation are invited from reputed Event Management & PR Agency /Firm with experience in handling National/State events for Government /PSUs for State Level Function “Distribution of appointment letters to newly appointed Investigators” at Conference Hall of DE&S, Odisha on 24.04.2023 at 11.30AM

Sl No	Particulars	Specification	U.O.M.	No of Units
1	Backdrop	Stand Type with Iron frame and black back flex mount	Sq ft.	93
2	Standees (6’X3’)	Iron Frame and black back flexz mounted	LSM	3
3	Flat Gate	Iron Frame and Flex mounted with backside masking	-do-	1
4	Lamp Lighting	Accessories as per requirement	-do-	1
5	Name Plate		-do-	10
6	Podium with branding		-do-	1
7	Platform (16’X4’)	For raising the Dias table	-do-	1
8	Normal Sound System		-do-	1
9	Flower Decoration	Dias Backdrop, Entrance Gate and Conf. Hall of entrance door	-do-	1
10	Flower Bouquet	Live Flower	In Nos.	8
11	Flower Arrangement	-do-	-do-	30
12	Rose Stick	-do-	-do-	40
13	Table Top	-do-	-do-	4
14	White Towel		-do-	10
15	Snacks	Light Tiffin with water bottle	-do-	200
16	Dry fruits for Dias		-do-	10
17	Transportation Charges	Overall	In LSM	

The Quotations in all respect should reach the undersigned on or before 23.04.2023 by 03.00PM by Registered Post/Courier or in Person .The Undersigned reserves the rights to accept or reject the quotation without assigning any reason thereof. The terms & conditions of the Quotation are mentioned below for reference:

- 1) The bidder shall furnish the following documents to establish the bidders eligibility :
 - a) Valid GST Certificate
 - b) Previous experience in large scale events
 - c) Self-attested copy of PAN Card
 - d) Self-attested copy of Bank Account details

- 2) Payment shall be made through account transfer (RTGS) after submission of the authentic bills and vouchers verified by the undersigned. Further experts verification of the quality & quantity shall be taken into consideration while selection of agency /firm & before releasing the amount
- 3) Any effort by a bidder to influence the tendering agency in its decision on bid evaluation or placement of work order may result in rejection of the bidders offer.
- 4) Any legal dispute arising out of this tendering is subject to Khurda District jurisdiction only
- 5) The bidders may be present in person or through one of their representative during the opening of Quotations as per date & time fixed.
- 6) Notwithstanding above , the undersigned reserves the rights to accept / reject/cancel the quotation without assigning any reason thereof at any time prior to issue of contract letter
- 7) Interested bidders may submit their sealed Quotations for above purpose to the undersigned latest by 23.04.2023 at 03.00 PM through Registered Post/Courier or in Person . The Quotation will be opened on 23.04.2023 at 05.00 PM in presence of the officials /bidders/authorized person.
- 8) The Agency/firm shall submit the Quoted price of the items mentioned above as per the format enclosed at Annexure-I


DIRECTOR

Memo No 2257 /Date 17.4.23

Copy to DES Website & Notice Board for wide publicity.


DIRECTOR

Annexure-I

Sl No	Particulars	Specification	U.O.M.	No of Units	Unit Price	Total Price inclusive of all taxes
1	Backdrop	Stand Type with Iron frame and black back flex mount	Sq ft.	93		
2	Standeas (6'X3')	Iron Frame and black back flexz mounted	LSM	3		
3	Flat Gate	Iron Frame and Flex mounted with backside masking	-do-	1		
4	Lamp Lighting	Accessories as per requirement	-do-	1		
5	Name Plate		-do-	10		
6	Podium with branding		-do-	1		
7	Platform (16'X4')	For raising the Dias table	-do-	1		
8	Normal Sound System		-do-	1		
9	Flower Decoration	Dias Backdrop, Entrance Gate and Conf. Hall of entrance door	-do-	1		
10	Flower Bouquet	Live Flower	In Nos.	8		
11	Flower Arrangement	-do-	-do-	30		
12	Rose Stick	-do-	-do-	40		
13	Table Top	-do-	-do-	4		
14	White Towel		-do-	10		
15	Snacks	Light Tiffin with water bottle	-do-	200		
16	Dry fruits for Dias		-do-	10		
17	Transportation	Overall	LSM			
Grand Total						