



COLLECTORATE: GAJAPATI: PARALAKHEMUNDI

(Welfare Section)

Email jd-dwogpt@rediffmail.com Telephone No.06815-222825

L No. 2986/XXV-61/2023

Dated. 18/11/2023

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from reputed & experienced Tent House / Decorator having valid PAN & GST Registration for supply of following items **on Hire Basis** for Event management & catering Services from 13.12.2023 to 17.12.2023 at Govt SSD Higher Secondary School, Rayagada for Zonal Level student Festival "Sargiful-2023". The Quotation shall confirm with Terms & Conditions as given below:

Event Management Services

TABLE-A

Sl. No.	Items	Quantity / Size	Price / Rate
1	Scaffolding Stage	Per Sqft	
2	German Hanger	Per Sqft.	
3	LED Screen	Per Sqft	
4	Iron Barricading	Per Rft	
5	Entry Gate	Two	
6	Plastic Chair	Per Pieces	
7	VIP Sofa	Per piece	
8	Synthetic Mate	Per Sqft.	
9	Flower Decoration	Stage & Entry Gate	
10	Sound System	1500 Capacity	
11	Generator Set 62 KV	Per Hour	
12	Flex & Hoarding with branding	Per Sqft	
13	Campus colourful lighting	400 Meters	
14	Stalls (14ft X 10ft)	Per stall	
15	Cloth Ceiling	Per Sqft	
16	Workshop/Competition Stalls	500 Sqft	

Catering Services

TABLE-B

Sl No	Date	Breakfast	Lunch	Snacks	Dinner	Total amount per day
1	13.12.2023	NA	NA	NA	Rice, Dal, Mix-Veg curry	
	Price per plate	NA	NA	NA		

2	14.12.2023	Banana(1pc), Boiled egg(1Pc), Upma, Guguni, Rasogola(1Pc)	Rice, dal, Paneer Masala/Fish curry, Tomato Khata, Pampad & Kheer	Bada(1pc), Alu chop(1pc) & Tomato Ketchup	Veg Biryani & Raita	
	Price per plate					
3	15.12.2023	Banana(1pc), Boiled egg(1Pc), Bada(2pc) & Idly(2Pcs), Chana ghuguni, Chutney, Jilebi(1Pcs)	Rice, dal, chicken Masala, Mashroom, Dahi Brinjal, Chips & Ice Cream	Bread Alu Chop(1Pc), Veg Soup, & Tomato Ketchup	Chicken Biryani / Veg Biryani and Raita	
	Price Per plate					
4	16.12.2023	Banana(1pc), Boiled egg(1Pc), Bada(2pc), Upma, Guguni, Chutney	Fried Rice, Raita, Chicken Curry, Paneer, Kheer, Kajura Rai & Chips	Mandia Pakodi (100grams), Masala bada(1pc) & Tomato Ketchup	Rice, dal, Tadka & Mix veg Curry	
	Price per plate					
5	17.12.2023	Idly, Guguni, Chutney	NA	NA	NA	
6	Safe Drinking Water Bottle	500 ml	Per Unit	Quoted Price		

[Signature] 18/11/2023

COLLECTOR & DISTRICT MAGISTRATE

TERMS AND CONDITIONS

1. The arrangement will be made at Govt. (SSD) Higher Secondary School, Rayagada. The intending quotationer may inspect the proposed venue prior to submission of offer.
2. The firm having experience in organizing of such type of Govt. Mega function in Gajapati District will be given priority.

3. The entire work has to be completed and handover to the organizer at least 24 hours before the inauguration day.
4. The selected firm requires to deposit 3% of total quotation price as security amount which will be returned after completion of the work. The security amount will be deposited in favour of District Welfare Officer, Gajapati in shape of Demand Draft, Bankers Cheque, Bank Draft only by 02.12.2023.
5. All the rates have to be quoted in the prescribed format. The taxes/charges as applicable to be paid separately.
6. The quotationers will submit two separate envelopes for Technical and Financial bid.
7. If the price is high to the budget then Procurement Committee will negotiate with L1 bidder and if the L1 bidder do not agree with negotiation then L2 will given preference with negotiated rate.
8. The quotation documents should be drop in Sealed Quotation Box, available at District Welfare Office, Gajapati.
9. The Last Date of receipt of the Quotation is 30.11.2023 upto 2.00 PM and will be opened on the same day at 4.00 PM in the office chamber of District Welfare Officer, Gajapati in the presence of Committee Members & Quotationer or Authorised Representatives.
10. Payment will be made within 2weeks after successful completion of the work as per the specification.
11. The Authority reserve the right to cancel the offers without assigning any reasons thereof.


18/11/2023

COLLECTOR & DISTRICT MAGISTRATE

Memo No. 2987

Dated. 18/11/2023

Copy to the DIO, NIC, Gajapati for favour of information with a request to upload the Notice in District Website.

Copy to Tahasildar / All Block Development for information & necessary action. They are requested to display the same in their office notice boards for wide publication.

Copy to all District Level Officers of this District for information with a request to affix the Short Quotation Call Notice in their Office Notice Board for wide publicity.

Copy to the DIPRO, Gajapati for information.

Copy to Director, I&PR Deptt, Odisha, Bhubaneswar with a request to publish the same in the two(2) no's of Daily Odia News paper for one day as per the I&PR Guidelines.

Copy to PA to Collector, Gajapati/Steno to ADM(Gen) for favour of kind information of Collector, Gajapati/ Additional District Magistrate(Gen),Gajapati.

Copy to Office Notice Board for wide publication.


18/11/2023

COLLECTOR & DISTRICT MAGISTRATE

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH- 1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

Place:

Date:

To

The General Manager, DIC,
Gajapati-cum-Chairperson,
Zonal Level Sargiful.

Sub: Technical Proposal for providing Event Management & Catering Services for Sargiful, 2023.

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment "Zonal Sargiful, 2023" in response to your Short Quotation Call Notice No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. **If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us.** Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Short Quotation Call Notice and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this Short Quotation Call Notice including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive

I remain,

Yours faithfully

Authorized Signatory with Date and Seal

Name and Designation: _____

Address of Bidder: _____

TECH- 2

General Details of the Bidder

Sl. No.	Description	Full Details		
1	Name of the Bidder			
2	Address for communication: Tel Fax: Email id :			
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :			
4	Bidder address			
5	EMD Details Amount : BC/DD No.: Date: Name of the Bank:			
6	PAN			
7	Goods and Services Tax Identification Number (GSTIN)			
8	GST Clearance for the Last Three Years :-	2020-21	2021-22	2022-23
9	Annual turnover Last Three Years	2020-21	2021-22	2022-23
10	Willing to carry out assignments as per the scope of work of the Short Quotation Call Notice			
11	Willing to accept all the terms and conditions as specified in the Short Quotation Call Notice			

Authorized Signatory [In full and initials with Date & Seal]: _____

Name and Designation with Date and Seal: _____

TECH- 3

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of completed assignments of event management services of last 3 years)

Sl. no.	Year	Name of the Assignment with details	Name of the Client	Contract value (in INR) and duration in month	Date of Award / commencement of assignment	Date of completion of assignment	Remarks
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Bidders are requested to furnish the list of assignments undertaken during the last 3 Financial Years as per the above prescribed Format. Information not conforming to the above Format will be treated as non-responsive.

Authorized Signatory [In full and initials with Date & Seal: _____]

Name and Designation with Date and Seal: _____

TECH - 4

DECLARATION REGARDING ANY CONFLICTING ACTIVITIES

IN BIDDER'S LETTER HEAD

I, hereby declare that our Agency as Individual is not indulged in any such activities which can be termed as the conflicting activities: under Eligibility Criteria.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full and initial with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH - 5

UNDERTAKING

(On the stamp paper of appropriate value regarding ineligibility and non-blacklisting of the Bidder.)

I/We, here by undertake that our Agency has not been blacklisted/ debarred by any of the Central Ministry / State Govt. Department/ Office or by any PSUs and I/ We are not blacklisted by any authority during the recent past.

Yours Sincerely

Authorized Signatory

Name & Designation of the Signatory

Name of the Bidder and Address:

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

Place:

Date:

To

**The General Manager, DIC,
Gajapati-cum-Chairperson,
Zonal Level Sargiful.**

Sub: Submission of Financial Proposal for providing Event Management & catering Services for Zonal Level Sargiful-2023.

Madam

I, the undersigned, offer to provide the Event Management Services for Zonal Level Sargiful, 2023 in accordance with your Short Quotation Call Notice No. _____, Dated. _____. Our Financial Proposal for **Rs _____/- Rupees** (_____) only is attached herewith. This amount is exclusive of the taxes applicable as per the GST Act. I do hereby undertake that in the event of acceptance of our BID, the services shall be provided as per the terms and conditions stipulated in the Short Quotation Call Notice document and subsequent executive instructions, if any.

Event Management Services

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	Price per plate						
5	17.12.2023	Idly, Guguni, Chutney	NA	NA	NA		
6	Safe Drinking Water Bottle	500 ml	Per Unit	Quoted Price			

I have carefully read and understood the terms and conditions of the Short Quotation Call Notice and do hereby undertake to provide the goods & services accordingly. I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory :

Name and Designation of Signatory with Date and Seal:

Address of the Bidder: