



DISTRICT EDUCATION OFFICE, SONEPUR

Near Rameswar Stadium, Subarnapur
E-mail id: deosonepur29@gmail.com



No. 6000 // Dated 27/08/2024

SHORT QUOTATION CALL NOTICE

Sealed Quotation are invited from the reputed & credible Tent Houses, Event Management Firms / Agency, Caterers, Printer / Photography/ Videography Firms for 1.Tent, Light, Sound & Event Arrangement 2.Lunch & Refreshment 3.Certificate & Mementos 4. Photography, Videography & Live Streaming of State Level Programme for District Level Felicitation Ceremony- 2024 (Mukhyamantri Sikhya Purasakar) as detailed below.

Name of the Items	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
1.Tent, Light, Sound & Event Arrangement	Dt. 31/08/2024 Up to 02.00 PM	Dt. 31/08/2024 At 03.30 PM
2.Lunch & Refreshment		
3.Certificate & Mementos		
4. Still Photography, Videography & Live Streaming of State and District Level Programme (as Per I & PR rate)		

The Term and condition is attached in Annexure –A.

L. S. 27/08/2024
District Education Officer
Sonapur

Memo No. 6001 // Dt. 27.08.2024

- Copy submitted to the Joint Secretary, Information and Public Relations Department, Govt. of Odisha, Bhubaneswar through email with a request to publish the above notice in two odia daily newspaper tomorrow for one day only.
- Copy submitted to DIPRO, Subarnapur for information and necessary action.
- Copy submitted to DIO, NIC Subarnapur for information and necessary action. He is requested to hoist this SHORT TENDER CALL NOTICE in district web site.
- Copy to Notice Board of this Office.
- Copy to Notice Board Collectorate, Subarnapur
- Copy to Notice Board of O/o DPC, Subarnapur.

L. S. 27/08/2024
District Education Officer
Sonapur

IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DISTRICT EDUCATION OFFICER, SONEPUR
2.	Availability of the Bid document	www.subarnapur.nic.in
3.	Date of Issue of the Bid	Dt.27/08/2024
4	Last date and time of receipt of the Bid only through in the drop Box in the District Education Office, Sonepur	Dt.31/08/2024 Up to 02.00 P.M
5	Date & time for opening of Technical BID.	Dt.31/08/2024 Up to 03.30 P.M
6	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
7	Bid Processing Fee (Non-Refundable)	Rs. 200/- (Rupees Two Hundred Only) in shape of Banker's Cheque drawn in any nationalized/scheduled bank favouring DISTRICT EDUCATION OFFICER, SONEPUR payable at SONEPUR which will be annexed with the Technical Bid separately for each category of items.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	a. Rs. 5,000/- (Rupees Five thousand Only) for Tent, Light, Sound & Event Arrangement b. Rs. 3,000/- (Rupees Three Thousand) Only for Lunch & Refreshment c. Rs. 5,000/- (Rupees Five Thousand) Only for Certificate & Mementos d. Rs. 3,000/- (Rupees Three Thousand) Only for Still Photography, Videography & Live Streaming of State and District Level Programme in shape of Banker Cheque drawn in any nationalized/scheduled bank favouring DISTRICT EDUCATION OFFICER, SONEPUR payable at SONEPUR which will be annexed with the Technical Bid separately for each category of items.
9	Address & mode of submission of proposal	O/o the District Education Officer, Sonepur, Near Rameswar Stadium, Subarnapur e-mail id:deosonepur29@gmail.com Mode of Submission: In the drop Box in the District Education Office, Sonepur. Submission of proposal through other mode and late bid will be rejected.
10	Place of Opening of Proposal:	O/o the District Education Officer, Sonepur, Near Rameswar Stadium, Subarnapur, e-mail id:deosonepur29@gmail.com
11	Point of Delivery & Completion of supply	At the NEW TOWN HALL, SUBARNAPUR 1.Tent & Event arrangement to be completed by 3 PM of 4th September-2024 2.Tiffin by 07.00 AM & Lunch by 12.00 Noon of 5th September-2024 3.Certificates & Mementos to be delivered at DEO Office by 4 P.M of 3 rd September-2024 positively. 4. Still Photography, Videography & Live Streaming of State and District Level Programme on 05 September -2024 from 07.00 AM to Till end of the Programme
12	Submission of Performance security & Signing of agreement.	@5% of the contract cost on the day of issue of work order(Differential amount than that of EMD)

FOR TENT LIGHT SOUND & EVENT ARRANGEMENT, LUNCH & REFRESHMENT, CERTIFICATE & MEMENTOS

The District Education Officer, Sonapur invites bids from the reputed & credible Tent Houses, Event Management Firms / Agency, Caterers, Printer / Photography/ Videography Firms for District Level Felicitation Ceremony- 2024 (Mukhyamantri Sikhya Purasakar).The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

For **Tent, Light, Sound & Event Arrangement**:- The Tent House must have:

- (a) Valid GST Registration under Odisha.
- (b) Office as well as Shop in Sonapur
- (c) Valid PAN
- (d) Proof of Last two Year IT Return.
- (e) Proof of Tent House service to Govt. Programme (Work Order)

For **Lunch & Refreshment**: The bidder

- (a) Must be a Valid GST Registration under Odisha
- (b) Office as well as Shop in Sonapur
- (c) Must have Valid PAN
- (d) Must have Food License
- (e) Proof of Last two Year IT Return.

For **Certificate & Mementos**

- (a) Udayam Registration as a printer
- (b) Valid GST Registration under Odisha
- (c) Valid PAN
- (d) Proof of Last two Year IT Return.

For **Photography / Videography & Live Streaming**:

- (a) Valid GST Registration under Odisha
- (b) Valid PAN
- (c) Proof of Last two Year IT Return.
- (d) Experience of Photography / Videography of Govt. Programme.

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed **"Technical Bid for Tent, Light, Sound & Event Arrangement / Lunch & Refreshment / Certificate & Mementos"** as per item for which bid to be submitted. Both sealed envelopes should be kept in another sealed envelope super scribed **"Tender for Tent, Light, Sound & Event Arrangement / Lunch & Refreshment / Certificate & Mementos"**.
- (b) **Technical Bid & Financial Bid.**
The Bidder has to submit all the documents as per respective category of eligibility criteria in the Technical bid. Similarly, the Financial Bid form has to be filled up as per prescribed form (Fin-1) and to be submitted in separate sealed envelope. The tender should be addressed to O/o the District Education Officer, Sonapur, Near Rameswara Stadium, Subarnapur.
- (c) The Bid document shall be available in website **www.subarnapur.nic.in** and the cost of the tender paper is to be enclosed in shape of crossed banker's Cheque in favour of

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- (d) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.5,000/-** for Tent, Light, Sound & Event Arrangement, **Rs.3,000/-** for Lunch & Refreshment and **Rs.5,000/-** Certificate & Mementos, Rs. 3,000/- for Still Photography, Videography & Live Streaming of State and District Level Programme. The EMD (refundable - without interest), may be submitted in shape of Banker's cheque from any Nationalized or scheduled bank drawn in favour of " **DISTRICT EDUCATION OFFICER SONEPUR** ", payable at **SONEPUR**, failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 10 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the work within specified period & (ii) not submitted performance security and/or express its inability to supply the material within the stipulated period. The EMD of successful bidder shall be adjusted against Performance security to be submitted.
- (e) The interested Bidders are to enclose self-attested photocopies of the above documents as per eligibility criteria as mention at above point no.1 in the **Technical Bid envelope**. The proposal submitted without the above documents/papers shall not be considered and rejected.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.
4. **Submission & opening of Tender:**
- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **31.08.2024 by 2.00 PM** (in all working days) addressed to to O/o the District Education Officer, Sonapur, Near Rameswar Stadium, Subarnapur only in **drop Box**. The Authority is not responsible for any delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at **31.08.2024 at 3.30 PM** in the **Office Chamber of ADM (G), Subarnapur** in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

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5. Specifications :-

(a) For Tent, Light, Sound & Event Arrangement

Sl. No.	Items	Size/ Nos	Remarks
1	Stage	As per requirement	Programme
2	Tent for Dining Area	White cloth with Tarpolin	
3	Stall	10'x10' - 8 nos	For Registration and others
4	Iron Table with cloth	30 nos	
5	Fibre Chair	850 nos	
6	Sofa Single seater	10 nos	with white turkish towels
7	Two Seater Sofa	15 nos	with white turkish towels
8	Carpet (Green & Red)	Stage & Dining area	
9	Tea Poy with cloth	5 nos	
10	Podium	1	
11	Sound System with mouth Piece		
12	Generator		
13	Baloon	Stage & Audience area	
14	Flower Decoration	Stage, Front Gate	
15	Mobile Toilet	2 Nos for female and 02 Nos for male	

(b) For Lunch & Refreshment

Sl No.	Items	Size/ Nos	Remarks
1	Tiffin	738 people	Sooji Uppma / Vada along with Green Pea Curry, Tea, Plastic spoon with Press Dana, Banana and Sweets
2	Lunch	738 people	Rice, Dal, Mix Veg, Khajur Khatta, Papad, Chips, Chicken, Mashroom, Coya Chili
3	Lunch Plate		Card board laminated
4	Water Bottle	Dispensor with jar	required for whole day as per actual
5	Water Bottle	500 ml x 40	
6	Water Tanker	2	
7	Disposable Paper Glass	As per requirement	
8	Wash Basin	15	

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(c) For Certificate & Mementos

SI No.	Items	Size/ Nos	Remarks
1	Memento	656	
2	Certificate	656	
3	Jhute Bag	656	
4	Blue Colour Pen	656	
5	I Card with Yellow lace	656	Fibre/ Vnyle
6	Banner	As per requirement	Flex
7	Standy	3X7	10 nos
8	Batches Double ribbon	10 pc	
9	Official I card with Blue lace	120 pc	

(d) For Still Photography, Videography & Live Streaming of State and District Level

SI No.	Items	Nos	Remarks
1	Still Photo / Videography coverage of entire Programme & documentation	--	Photo & Video docuemnattaion of the entire programme to be submiited in Pendrive
2	Live Streaming of State and District Level with LED Panel		

For further details please visit to O/o District Education Officer, Sonapur

6. Evaluation of BID:

- (a) The Purchase Committee of the District Education Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- (b) The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract.
- (c) At the time of comparison of financial bid rates of eligible parties, if the L-1 rate of any category is found to be exceeds the approved allowed fund allocation amount then the NIA shall reserves the right for negotiation.

7. Acceptance or Rejection of the Bids:

- (a) The TIA reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

8. Award of Contract :

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

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9. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the **DISTRICT EDUCATION OFFICER, SONEPUR**", payable at **SONEPUR** only on the day of issue of the work order.

10. Requirement & Delivery Schedule :

The selected L-1 firm shall complete the delivered and install/fix/fit all requisite Tent, Light, Sound & Event Arrangement items in all respect by 3 PM of 04.09.2024 at the **NEW TOWN HALL, SUBARNAPUR** in ready to use conditions.

11. Payment terms:

- (i) On Satisfactory Completion of Work:100% payment will be released on submission of two self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

12. Penalty :

- (a) If the work is delayed or dis-satisfactory for any reason for which the TIA is not responsible, penalty @ 0.5 % on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the firm.
- (b) If the quality of work is delayed or dis-satisfactory for any reason, penalty as suggested by the purchase committee will be imposed.

- 13. Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all proposal of the bidder.
- 14. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
- 15. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
- 16. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with serial number and page mark.
- 17. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
- 18. The bid validity period is 10 days from the date of opening of the Financial bid. Accordingly, the bidder shall submit the Bid.
- 19. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
- 20. **Resolution of Disputes:**
 - (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the

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designated signatories as in contract. Both the parties shall make every effort to resolve the same amicably by mutual consultations.

- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman SS, Subarnapur. The Collector cum Chairman SS shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

21. Applicable Law and Jurisdiction of Courts:

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Subarnapur

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Technical Bid-1

For Tent & Sitting Arrangement , Stage, Light , Sound & Event Arrangement as per Specification point No. 05 (a) of Bid Documents

Sl. No.	Description	Full details	Page no. in the Bid Documents
1	Name of the Bidders		
2	Address for Communication Tel Ph No. E Mail ID		
3	Name of the Authorized Person signing & submitting the bid on behalf of the bidder Mobile No. E Mail ID.		
4	Whether Office & shop located in Sonapur, If yes, please furnished contact details		
5	Bid Processing fee Details: Amount: Rs 200/		
6	EMD Details Rs. 5000/-		
7	Valid GSTIN under Odisha (OGST) Act (Enclose copy)		
8	Valid PAN (Enclose copy)		
9	Proof of IT Return of last two financial Year		
10	Proof of Tent House service to Govt. Programme (Enclose copy of work order		
11	Confirm to carry out assignments as per the scope of work of the Bid Documents	Yes	
12	Confirm to accept all the terms & conditions as specified in the Bid Documents	Yes	

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

Technical Bid-2			
For Lunch & Refreshment as per specification point no. 05 (b) of Bid documents			
Sl. No.	Description	Full details	Page no. in the Bid Documents
1	Name of the Bidders		
2	Address for Communication Tel Ph No. E Mail ID		
3	Name of the Authorized signing & Submitting the bid on behalf of the bidder Tel Ph No. E Mail ID		
4	Whether Office & shop located in Sonepur if yes, please furnished contact details		
5	Bid Processing fee details 200		
6	EMD Details Rs. 3000/-		
7	Valid GSTIN under Odisha (OGST) act (enclose copy)		
8	Valid PAN (Enclose copy)		
9	Valid food licence number		
10	Confirm to carry out agents as per the scope of the Bid Documents	Yes	
11	Conform to accept all the terms & condition as specified in the Bid documents	Yes	

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

Technical Bid-3

For Certificate & Mementos point no. 05 (c) of Bid documents

Sl No.	Description	Full details	Page no. in the Bid Documents
1	Name of the Bidders		
2	Address for Communication Tel Ph No. E Mail ID		
3	Name of the Authorized signing & Submitting the bid on behalf of the bidder Tel Ph No. E Mail ID		
4	Bid Processing fee details 200		
5	EMD Details Rs. 5000/-		
6	Udayam Registration as a printer (enclose copy)		
7	Valid GSTIN under Odisha (OGST) act (enclose copy)		
8	Valid PAN (Enclose copy)		
9	Proof of IT Retunes of last year financial year		
10	Confirm to carry out assignments as per the scope of the Bid Documents	Yes	
11	Conform to accept all the terms & condition as specified in the Bid documents	Yes	

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Technical Bid-4			
For Photography , Videography & live streaming programme of the point no. 05 (d) of Bid documents			
Sl. No.	Description	Full details	Page no. in the Bid Documents
1	Name of the Bidders		
2	Address for Communication Tel Ph No. E Mail ID		
3	Name of the Authorized signing & Submitting the bid on behalf of the bidder Tel Ph No. E Mail ID		
4	Bid Processing fee details 200		
5	EMD Details Rs. 3000/-		
6	Experience proof for conducting Photography/ Videography of Govt. Programme		
7	Valid GSTIN under Odisha (OGST) act (enclose copy)		
8	Valid PAN (Enclose copy)		
9	Proof of IT Retunes of last year financial year		
10	Confirm to carry out assignments as per the scope of the Bid Documents	Yes	
11	Conform to accept all the terms & condition as specified in the Bid documents	Yes	

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

(In Bidder's Letter Head)

Particulars	Rate to be Quoted as per specifications including all applicable taxes and duties (in Rs.)	Rate to be Quoted as per specifications including all applicable taxes and duties (in Rs. word)
Tent, Light, Sound & Event Arrangement		
Lunch & Refreshment		
Certificate & Mementos.		
Still Photography, Videography & Live Streaming of State and District Level		

NB: The rate may be quoted up to two decimal points.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.