



DISTRICT EMPLOYMENT EXCHANGE, KORAPUT

Contact no.06852-296347

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By e-mail

Skilled in
ODISHA

No 719 /DEEx, Koraput

Dated the 10-11-2022

SHORT QUOTATION CALL NOTICE

Sealed Quotations are invited from the intending suppliers/agencies to raise temporary stalls and pendals for organization of two Job fairs i.e. one in Koraput town & other in Jepore town (in two consecutive days) scheduled tentatively on 6th December 2022 (in Koraput) & on 7th December 2022 (in Jeyapore).

1. HOW TO APPLY

1. The details regarding bidding format, terms and conditions may be obtained in person from the District Employment Exchange, Koraput on any working day by paying ₹200/- (Rupees Two Hundred) only towards tender paper cost.
2. The sealed envelope is to be addressed to - "The District Employment Officer, District Employment Exchange, Main Road, Koraput - 764020".
3. The quotation should reach the office of the District Employment Exchange, Main Road, Koraput - 764020 on or before **18.11.2022 by 05.00 P.M** by registered post/ speed post/ by courier/ by hand.
4. The quotations will be opened on next day i.e. on **19.11.2022 at 11.30 A.M** in the office chamber of the **A.D.M (General), Koraput** in presence of committee members and representatives of the bidders (if any). The quotations reached after the due date and time will not be accepted.
5. Quotation in the attached format should be submitted in one sealed envelope.
6. Each bidder/tenderer/ quotationer shall submit only one price quotation.
7. Any typographical error may be exempted.
8. The undersigned has all right to reject any or all quotations without assigning any reason thereof.

2. TENTATIVE REQUIREMENT (For one venue)

<i>Sl. No</i>	<i>Item</i>	<i>Description</i>	<i>Tentative Quantity Required</i>
1.	Raising Temporary Stall with 1 Table, 1 Table Cloth & 2 chairs and Carpet.	10'X10' size	25 Nos.
2	Temporary stage for guests with table, chair and podium with audio system	60' X 10' size	1 No.
3	Waiting space with roof with ground carpet	60'X80' size	4800 Sq.ft.
4	Chairs	Plastic	200 Nos.
5	Chairs with cushion	Plastic with Cushion	30 Nos.
6	Generator	Capable to cover the area	1 No.
7	Carpet	30'X80"	2400 Sq.ft.
8	Illuminating Stand		1 No.
9	Cordless Mike Set with speakers	3 Speakers	1 No.
10	Stage Flower decoration		100 Sq.ft
11	Entry Gate	1 no. (12'X 2')	
12	Transportation cost (if any)		

(This is an indicative quantity required. The actual quantity required will be placed after selection of bidder.)

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3. AWARD OF CONTRACT

1. The Purchase Committee shall award the contract to the bidder/quotationer whose quotation shall be determined to be substantially and technically responsive as well as financially remunerative to the office.
2. The contract will be awarded to the bidder/agency with valid PAN/TAN No., GST No.
3. The bidder has to produce photocopy of last 3 filed GST returns along with the bid. Any bids submitted without supporting documents will be rejected.
4. The bidder has to produce photocopy of all the documents along with photocopy of money receipt obtained from District Employment Exchange, Koraput for purchasing the tender paper. Any bids submitted without supporting documents will be rejected.
5. The contract will be awarded based on the overall lowest unit price of the items quoted.
6. The sealed quotation shall be received in the District Employment Exchange, Koraput. The last date of submission of offers is **18.11.2022 up to 05:00 P.M.** The quotations received after the schedule date and time shall not be entertained in any circumstances.


**ADDL. DISTRICT MAGISTRATE (GENERAL)
KORAPUT.**

Format for Submission of Quotation

1. Bidder Declaration

Sl No.		
1.	Name of the Bidder/ Agency	
2.	Full Address	
3.	Contact No.	
4.	PAN Details (Proof to be attached)	
5.	GST Registration Details (Proof of last 3 GST return certificate to be attached)	
6.	Blacklisted by any Central/ State Government/ PSUs in India. (Yes/No)	

2. Financial Details (for one venue)

<i>Sl. No</i>	<i>Item</i>	<i>Description</i>	<i>Tentative Quantity Required</i>	<i>Unit Price (in Rs.)</i>	<i>Net Amount</i>
1.	Raising Temporary Stall with 1 Table, 1 Table Cloth & 2 chairs and Carpet.	10'X10' size	25 Nos.		
2	Temporary stage for guests with table, chair and podium	60' X 10' size	1 No.		
3	Waiting space with roof with ground carpet	60'X80' size	4800 Sq.ft.		
4	Chairs.	Plastic	200 Nos.		
5	Chairs with cushion	Plastic with Cushion	30 Nos.		
6	Generator	Capable to cover the area	1 No.		
7	Carpet	30'X80"	2400 Sq.ft.		
8	Illuminating Stand		1 No.		
9	Cordless Mike Set with speakers	3 Speakers	1 No.		
10	Stage Flower decoration		100 Sq.ft		
11	Entry Gate	1 no. (12'X 2')			
11	Transportation cost (if any)				

I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case of any deviation/ false information in the above statement at any stage, me/our firm/agency will be blacklisted/ debarred and will not have any dealing with your organisation in future.

Date:
Place:

Signature of the Authorized Signatory
Name:
Designation:
Seal: