



ଜିଲ୍ଲା ଦକ୍ଷତା ବିକାଶ ତଥା ନିଯୋଜନ କାର୍ଯ୍ୟାଳୟ, କୋରାପୁଟ

DISTRICT SKILL DEVELOPMENT cum EMPLOYMENT OFFICE, KORAPUT

Contact no.06852-296347

Email: - deo_koraput@rediffmail.com / deekoraput@gmail.com



No 45 /DSDEO, Koraput

Dated the 17.01.2026

SHORT QUOTATION CALL NOTICE

Sealed Quotations/Tenders are invited from the intending authorised service providers/event organisers/tent house agencies having valid GST registration and PAN/TAN number for venue arrangement like raising temporary stalls, pendals, sitting arrangement etc. for one day in Koraput town for the Job fair 2025-26, scheduled tentatively on 1st week of February 2026.

1. HOW TO APPLY

1. The details regarding bidding format, terms and conditions may be obtained in person from the District Skill Development cum Employment Office, Koraput on any working day by paying ₹250/- (Rupees Two Hundred Fifty) only towards tender paper cost.
2. The details of the tender containing terms and conditions can also be downloaded from official district portal i.e. www.koraput.odisha.gov.in from tender section. In case the tender with application form is downloaded from the above website, the bidder/tenderer/ quotationer/applicant has to furnish a Demand Draft for an amount of ₹250/- (Rupees Two Hundred Fifty) only in favour of District Skill Development cum Employment Officer, Koraput payable at Koraput and submit the draft along with the tender in a sealed envelope. Any tender received without the tender paper cost will be rejected.
3. The sealed envelope is to be addressed to - **"The District Skill Development cum Employment Officer, District Skill Development cum Employment Office, Main Road, Koraput - 764020"**.
4. The quotation should reach the office of the District Skill Development cum Employment Office, Main Road, Koraput – 764020 on or before **29.01.2026 by 12.00 P.M** by registered post/ speed post/ by courier only.
5. The quotations will be opened on **29.01.2026 at 03.30 P.M (tentatively)** in the **office chamber of the A.D.M (General) & Chairman of the Selection Committee, Koraput** in presence of other members of the selection committee constituted for this purpose and representatives of the bidders (if any). The quotations reached after the due date and time will not be accepted.
6. To obtain first- hand information on the assignment, the quotationer may make visit to the selected ground i.e. Govt. Boys' High School Ground, Koraput before submitting the proposal. The expenditure incurred towards preparing the proposal and site visit, are not reimbursable as a direct cost of the assignment.
7. Quotation in the attached format should be submitted in one sealed envelope.
8. Each bidder/ tenderer/ quotationer shall submit only one price quotation as per the bidding format attached in the Annexure-I.
9. The maximum budget (inclusive of GST) for all the components of the venue arrangement is **₹2,40,000/-** (Rupees Two Lakhs Forty Thousand) only for the Job fair.
10. Applicable Income Tax and GST TDS will be deducted before making the final payment to the service provider.
11. Even, if required, negotiation will be made with the L1 bidder regarding need of reduction in the expenditure as per the need of the District Administration for other activities of the Job Fair failing which the quotation may be cancelled/rejected of the selected bidder.
12. Any typographical error may be exempted.
13. The Chairman of the Committee has all right to reject any or all quotations without assigning any reason thereof.

2. TENTATIVE REQUIREMENT (For one venue)

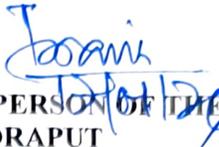
<i>Sl. No</i>	<i>Item</i>	<i>Description</i>	<i>Tentative Quantity Required</i>
1.	Raising Temporary Stall with 1 Table, 1 Table Cloth & 2 chairs and Carpet. (LxWxH)	10 ft. X 10ft. X 8 ft. Size	50 Nos.
2	Temporary stage for guests with table, VIP sofa, stand fan and podium with audio system (LxWxH)	16 ft.X 12 ft.X 10 ft. Size	1 No.
3	Waiting space with roof with ground carpet (LxWxH)	40 ft. X80 ft. X 8 ft. Size	3200 Sq.ft.
4	Chairs	Plastic	1000 Nos.
5	Chairs with cushion	Plastic with Cushion	50 Nos.
6	Generator	10 kva with fuel / Capable to cover the area	1 No.
7	Ground Carpet (LxW)	40 ft. X 80 ft.	3200 Sq.ft.
8	Illuminating Stand		1 No.
9	Cordless Mike Set with speakers	6 Speakers	6 No.
10	Stage Flower decoration		500 Sq.ft
11	Entry Gate (LxW)	2 no. (12 ft X 2 ft.)	
12	Barricading (for registration area)	4ft tall	500 Sq.ft area
13	Transportation cost (if any)		
14	GST Rate		

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

3. AWARD OF CONTRACT

1. The Selection Committee shall award the contract to the bidder/quotationer/service provider 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. and GST No.
3. Applicable Income Tax and GST TDS will be deducted before making the final payment to the service provider.
4. The bidder has to produce photocopy of the following documents along with the bid. Any bids submitted without supporting documents will be rejected.
 - a. Copy of incorporation certificate
 - b. Copy of PAN/TAN details
 - c. Copy of Annual GST return or GSTR-9 or Copy of last 3 filed monthly GST returns (GSTR-1)
 - d. Proof of experience of previous similar amount or higher amount of Government projects executed.
5. The bidder has to produce photocopy of all the documents along with photocopy of money receipt obtained from District Skill Development cum Employment Office, Koraput for purchasing the tender paper or Demand Draft for an amount of ₹250/- (Rupees Two Hundred Fifty) only in favour of District Skill Development cum Employment Officer, Koraput payable at Koraput. Any bids submitted without supporting documents will be rejected.

6. The contract will be awarded based on the overall lowest unit price of the items quoted excluding GST.
7. The sealed quotation shall be received in the District Skill Development cum Employment Office, Koraput. The last date of submission of offers is **29.01.2026 by 12.00 P.M.** The quotations received after the schedule date and time shall not be entertained in any circumstances.


A.D.M (General) & CHAIRPERSON OF THE COMMITTEE
KORAPUT

Memo No. 46 / DSDEO, Koraput

Dated the 17-01-2026

Copy to:

1. All members of the selection committee for information.
2. The DeGM, Koraput for favour of information with a request to publish the quotation notice in the district portal (www.koraput.odisha.gov.in).
3. The BDO, Koraput/ The Tahsildar, Koraput/ EO, Municipality, Koraput for favour of information with a request to publish the quotation notice in their office notice board for wider publicity.
4. All local tent house suppliers/ decorators/ event organisers for information.
5. The Office Notice Board/ Sub-office, Jeypore Notice Board for information of the public.


17/01/2026
DISTRICT SKILL DEVELOPMENT cum EMPLOYMENT OFFICER
KORAPUT

Format for submission of quotation for service providers/event organisers/tent house agencies for venue arrangement in the district level Job fair 2025-26

1. Bidder Declaration

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

2. Financial Details

Sl. No	Item	Description	Unit Price (Excluding GST)	Tentative Quantity Required	Net Amount
1.	Raising Temporary Stall with 1 Table, 1 Table Cloth & 2 chairs and Carpet. (LxWxH)	10 ft. X 10ft. X 8 ft. Size		50 Nos.	
2	Temporary stage for 07 -08 guests with table, sofa, stand fan and podium with audio system (LxWxH)	16 ft. X 12 ft. X 10 ft. Size		1 No.	
3	Waiting space with roof with ground carpet (LxWxH)	40 ft. X80 ft. X 8 ft. Size		3200 Sq.ft.	
4	Chairs	Plastic		1000 Nos.	
5	Plastic Chairs with cushion			50 Nos.	
6	Generator - 10 kva with fuel	Capable to cover the area		1 No.	
7	Ground Carpet (LxW)	40 ft. X 80 ft.		3200 Sq.ft.	
8	Illuminating Stand			1 No.	
9	Cordless Mike Set with speakers	6 Speakers		6 No.	
10	Stage Flower decoration			500 Sq.ft	
11	Entry Gate (LxW)	2 no. (12 ft X 2 ft.)			
12	Barricading (for registration area)	4ft tall		500 Sq.ft	
13	Transportation cost (if any)				
				Total	
				GST Rate	
				Grand total including GST	

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 Proprietor/ Authorized Signatory
Name:
Organisation: