



OFFICE OF THE DISTRICT EDUCATION OFFICER, BALASORE

At/Po/Dist- Balasore, Odisha, Pin-756001

Ph-(06782)263632/264758, Email-deobalasore02@gmail.com

Letter No-

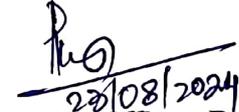
/ Dt-

TENDER CALL NOTICE

No: 12238 Dated: 23-08-2024

Tender for Tent, Light and Sound arrangement service/ Catering service/ Mementos for Awardees

Sealed Tender are invited from registered agencies having valid Authorisation Certificates, MSME, PAN, Food License Certificate, GST registration no. for Supply and installation of **Tent, Light and Sound arrangement service/ Catering service/ Mementos for Awardees** for Mukhyamantri Shikshya Puraskar-2024-25. The tender papers/bid documents containing detailed specification with terms and conditions, the bidding tender paper can be downloaded in the website at balasore.odisha.gov.in. The last date & time for submission of sealed tender is Dt.30.08.2024 at 4PM and the tender will be opened on 30.08.2024 at 5PM.


23/08/2024
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Letter No- / Dt-

No. 12239 / Dt. 23/08/2024

Expression of Interest (EoI)

For shortlisting of agency for Catering Service

Expression of Interest (EoI) is invited by Collector & District Magistrate, Balasore from intending reputed caterers to provide catering services in **District Level Felicitation Ceremony** for Mukhyamantri Shikshya Puraskar under S&ME Deptt. in coordination with Mo School Abhiyan Govt of Odisha scheduled to be organised on 05.09.2024 at Padmabati Park in which 1505 participants/awardees will participate. Interested agencies having experience, food licence, trade licence and valid GST certificate may offer their quotation in sealed envelope latest by **30.08.2024** upto 4 PM which will be opened by a District Level Committee on the same day at 5 PM in the **Conference Hall of Collectorate, Balasore**. The bidders may remain present or send their authorised representatives while opening of quotation. The EoI in sealed cover are to be dropped in the box placed in the office of **District Education Officer, Balasore** during office hours on all days including holidays and any proposal received after due date will not be entertained. The authority reserves the right to cancel/ modify any or all quotations in part or whole without assigning any reason thereof.

Interested and eligible agencies may download EoI from the district website balasore.odisha.gov.in.

A. Menu for lunch to the participant

- Rice
- Dal fry
- Chicken curry
- Mix Veg.
- Tomato/khajurikhata
- Matar Paneer curry
- One sweet
- Papad
- Water bottle (500 ml)

1. All the above cost per unit includes GST and Drinking Water bottle to all participants.
2. 10 no. of separate serving counters for lunch to be arranged which will be inclusive of quoted rate per unit including GST.

B. Evaluation process:

The caterers are to submit all the documents mentioned above including menu chart for lunch for evaluation of the EoI. During final evaluation and negotiation, the caterer will be finalized by the District Level Food Committee.

C. Document to be submitted by the Agency :

1. GST Registration Certificate
2. Food License Certificate
3. EMD amount of Rs. 25,000/- (Rupees Twenty five Thousands only) in favour of **District Education Officer, Balasore**, in form of Bank Draft (BD) to be deposited by the Agency. The EMD money of unsuccessful bidder will be refunded after finalization of EoI.

D. Penalty:

If the quality of the food and services found unsatisfactory during the event then the EMD amount of the selected agency will be forfeited as per the decisions of the DLFC.


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Letter No- / Dt-

No. 12240 / Dt. 23/08/2024

Expression of Interest (EoI)

For shortlisting of agency for Tent, Light, Sound Arrangement Service

Expression of Interest (EoI) is invited by Collector & District Magistrate, Balasore from intending reputed Tent Owners to provide tent, light, flowers in stage, gate & sound services in **District Level Felicitation Ceremony** for Mukhyamantri Shikshya Puraskar under S&ME Deptt. in coordination with Mo School Abhiyan, Govt of Odisha scheduled to be organised on 05.09.2024 at Padmabati Park in which 1505 participants/awardees will participate. Interested tent owners having valid GST certificate may offer their quotation in sealed envelope latest by **30.08.2024** up to **4PM** which will be opened by District Level Tent, Light, Sound arrangement Committee on the same day at **5 PM** in the **Conference Hall of Collectorate, Balasore**. The bidders may remain present or send their authorised representatives while opening of quotation. The EoI in sealed cover are to be dropped in the box placed in the office of **District Education Officer, Balasore** during office hours on all days including holidays and any proposal received after due date will not be entertained. The authority reserves the right to cancel/ modify any or all quotations in part or whole without assigning any reason thereof.

Interested and eligible agencies may download EoI from the district website balasore.odisha.gov.in.

A. Scope of Work:

1. For smooth management of Felicitation Ceremony for awardees tent, light, flowers in stage, gate & sound services with coverage of 2000 people is required with sitting arrangement under the tent and stage area. The details are attached in a separate sheet attached herewith as Annexure-I.
2. The agency must have experience to organize arrangement for 2000 participants.
3. The preference will be given for German Hanger Tent.

B. Evaluation process:

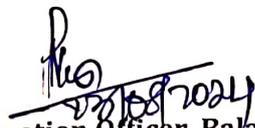
The Tent owner are to submit all the documents mentioned above including the attached format with quoted price for evaluation of the EoI. After evaluation, the Tent owner will be finalized by the Committee with due negotiation if required.

C. Document to be submitted by the Agency :

1. GST Registration Certificate
2. PAN Card

D. Penalty:

If the quality of the tent and sound services found unsatisfactory during the event then part of the bill amount will be deducted as per the decisions of the Committee.


District Education Officer, Balasore



Tent arrangement at event venue point

SL. No.	Items description	Tent area	Quoted price per unit per day(in Rs.)	Total price
1	Water proof strong built Tent with sitting arrangement under the tent and stage/dias	To accommodate 2000 persons		
2	Tent for Dining Hall with 10 Buffet stalls& Kitchen shed	For 2000 persons		
3	Main Gate			

Separate Stage arrangement for one day

1	Stage with back drop of size 24' X 32'	1		
2	Flex fitting with batten frame of size 20' X 10'	1		
3	Stage chair for Guest	12		
4	Glass fitting T. Poy	6		
5	Podium with Microphone	1		
6	White Foam sofa	8		
7	Steel Chair for VIP	50		
8	Fiber Chair	2000		
9	Flower decoration at stage and gate	1		
10	Lying of mat at Stage, Auditorium & Road with coverage of entire tent area.	1		
11	Sound system with 4 nos. of cordless microphone, mixture and other for Award programme	1		
12	Installation of fan, Light& DG Set for power backup	Adequate nos. of fan& light to cover the stage and tent area with DG set for power backup		
13	Photography, Videography & Live Streaming	Proper coverage along with live streaming facility		
Total Amount				
GST @18%				
Grand Total Amount				

[Signature]





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Letter No-

/ Dt-

No. 12241 / Dt. 23 / 08/2024

Expression of Interest (EoI)

For shortlisting of agency for Mementos

Expression of Interest (EoI) is invited by Collector & District Magistrate, Balasore from intending reputed agency to provide Mementos in **District Level Felicitation Ceremony** for Mukhyamantri Shikshya Puraskar under S&ME Deptt. in coordination with Mo School Abhiyan, Govt of Odisha scheduled to be organised on 05.09.2024 at Padmabati Park in which 1411 participants/awardees will participate. Interested agency having valid GST certificate may offer their quotation in sealed envelope latest by 30.08.2024 up to 4 PM which will be opened by District Level Certificate and Mementos Committee on the same day at 5 PM in **Conference Hall of Collectorate, Balasore**. The bidders may remain present or send their authorised representatives while opening of quotation. The EoI in sealed cover are to be dropped in the box placed in the office of **District Education Officer, Balasore** during office hours on all days including holidays and any proposal received after due date will not be entertained. The authority reserves the right to cancel/ modify any or all quotations in part or whole without assigning any reason thereof.

Interested and eligible agencies may download EoI from the district website balasore.odisha.gov.in.

A. **Scope of Work:**

For smooth management of Felicitation Ceremony for awardees mementos are required to felicitate the awardees for 1411 numbers in different categories. The details are attached in a separate sheet attached herewith as Annexure-I for mementos.

B. **Criteria of Applicable Agency**

1. Manufacturers of awards/ Trophies, Mementos with MSME production certificate, for custom-made trophy acry-bonded, laser designed and flame polished with superior gloss with content printed on flat bed.

2. UdyamAdhar& MSME registration mandatory.

3. Adequate experience in designing custom made trophies and must have designed products for prestigious National/International events.

4. Mementos size not less than 6 inches.

C. **Evaluation process:**

The agencies are to submit all the documents mentioned above including the attached format with quoted price for evaluation of the EoI. After evaluation, the agency owner will be finalized by the Committee with due negotiation if required.

D. **Document to be submitted by the Agency :**

1. GST Registration Certificate

2. PAN Card

E. **Penalty:**

If the quality of the mementos found unsatisfactory on supply then part of the bill amount will be deducted as per the decisions of the Committee.


District Education Officer, Balasore

