



**DISTRICT PROJECT OFFICE,
SAMAGRA SHIKSHA, BALASORE**



Public High School Campus, Near ADM Chhak-756001

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Fax- 06782-241339

No.1330

Date. 18 / 03 /2025

SHORT QUOTATION CALL NOTICE

Sealed quotations under two bid systems are invited from reputed Event Management Agencies / Service Providers having experience in organizing different awareness programmes for Preparation & Operation of Shiksha Sachetanata Ratha in Balasore District. The quotation **papers** containing detail specification with term and conditions, application for Technical and Financial Bids and check list can be obtained from DPO, SS, Balasore or downloaded from the Balasore District Website i.e. <https://balasore.odisha.gov.in> .

The Tender Envelop shall be superscribed as 'Quotation for Shiksha Sachetanata Ratha - 2025 for Balasore District'. The sealed quotation shall reach to **The District Project Office, Samagra Shiksha, Public High School Campus, Near ADM Chhowk, Balasore, PIN-756001** through registered / speed post (INDIA POST)/ Courier service only and no other means of submission shall be entertained. All the tender papers/ documents (in the prescribed format only) duly signed by the Tenderer/ Quotationer shall reach to the above mentioned address latest by **Dt. 25 / 03 / 2025** up to 5.00 P.M. & the tender paper will be opened on **Dt. 26/ 03/ 2025** at **11.00 AM** in the office of the Additional District Magistrate, Balasore. The authority reserves the right to amend, alter and cancel any part or all quotations without assigning any reason thereof.

**By order of the Collector-Cum-Chairman
Samagra Shiksha, Balasore**

- Sd -

**District Project Coordinator
Samagra Shiksha Balasore**

TERMS & CONDITIONS AND SPECIFICATIONS FOR PROVIDING 'SHIKSHA SACHETANATA RATHA' FOR MOVEMENT IN ALL AREAS IN BALASORE DISTRICT UNDER 'PRAVESH UTSAV & KHADI CHHUAN' PROGRAMME FROM 2ND APRIL TO 5TH APRIL – 2025 :-

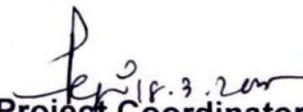
1. Quotation Papers should be submitted in sealed cover addressed to District Project Coordinator, SS, Balasore by **speed post/ registered post / Courier service only** duly super scribed as "**QUOTATION FOR SHIKSHA SACHETANATA RATHA-2025 FOR BALASORE DISTRICT**". Submission of quotation by other means shall not be accepted.
2. One (1) Shiksha Sachetanata Rathas per Block will move (covering all areas) in 12 Blocks of Balasore District from 2nd April to 5th April 2025.
3. The Agency shall ensure the delivery of Shiksha Sachetanata Rathas (decorated vehicles) in ready condition as per the approved design by 1st April Evening, 2025 at all 12 Block head Quarters of the District.
4. Scope of the Work. :
 - (a) Hiring of Vehicles – Tata Ace Vehicle (1 Vehicle per Block for 12 Blocks)
 - (b) Movement Period – From 2nd April to 5th April 2025 (from 9.A.M. to 7 P.M.)
 - (c) Design & Setup –
 - Front : Vinyl Pasting
 - 02 Doors (outside) : Vinyl Pasting
 - Wall all sides : Iron Frame with high quality Flex
 - Light & Sound System with power supply
 - Awareness through Audio Messages to be played during Ratha movement.
 - Design file (soft copy) to be provided by the District Project Office, SS, Balasore.
 - (d) Recording of Awareness Slogans / songs :- Slogans & Songs for awareness will be provided by District Project Office, SS, Balasore, which will be recorded with good quality audio music to be played during Ratha movement.
 - (e) Documentation – 50 good photographs & 8 - 10 short videos to be prepared and submitted for each Block separately.
5. Eligibility Criteria :-
 - (a) The Agency must have prior experience in similar event management / vehicle branding projects. (copy to be submitted)
 - (b) Must have valid GST registration & valid PAN. (self-attested copy to be submitted)
 - (c) The Agency should have the capacity to provide 12 vehicles in ready condition by 1st April 2025 Evening at respective Block headquarters.
 - (d) Must be Financially sound and capable of executing the project within the stipulated timeline.
6. Last date of Submission :- The sealed quotation must reach the office of the **The District Project Office, Samagra Shiksha, Public High School Campus, Near ADM Chhowk, Balasore, PIN-756001** by registered / speed post (INDIA POST)/ Courier service only latest by Dt.25.03.2025 by 5.00 P.M..

I am agreed to abide by all the above Terms & Conditions



(Full Signature of the Quotationer with Seal & Date)

7. The Quotation will be opened on Dt.26.03.2025 at 11.00 A.M. in the Office Chamber of the ADM, Balasore in the presence of the quotationers or their authorized representatives. .
8. The undersigned reserves the right to amend, alter and cancel any part or all quotations without assigning any reason thereof.
9. Documents & check list - The quotationer must be submit the following documents, failing which the Quotation will be out rightly rejected.
 - (a) Tender application Cost & processing Fees is **Rs.500.00** (non refundable) to be enclosed with Tender application form. This Tender application cost & Processing fees are to be made in shape of DD and in favour of **District Project Coordinator, SS, Balasore** payable at Balasore.
 - (b) Valid GST Registration.
 - (c) Valid PAN .
 - (d) Experience certificate in similar kind of works.
 - (e) Trade License .
 - (f) Yearly Turnover Certificate (more than 40 Lakhs).
 - (g) EMD – amounting to rs.24,000/- in shape of DD.
 - (h) Terms & Conditions containing 2 pages as enclosed with this quotation.
 - (i) Technical Bid – As enclosed at Annexure – 'A'.
 - (j) Financial Bid – As enclosed at Annexure – 'B'.
10. The rate quoted by the Tenderer/Bidder shall be included with GST and all other taxes/cost, etc..
11. Quotationer must submit the signed copy of Tender application form, Terms & conditions and other requisite papers in a sealed tender envelop. The tender will be rejected without the requisite documents.
12. Quotationer must verify the documents as per the check list mentioned at point No - 9..
13. **Earnest Money Deposit (EMD)** – The quotationers must submit an EMD of Rs.24,000/- (Refundable) through an A/C Payee DD drawn in favour of **District Project Coordinator, SS, Balasore** payable at Balasore. Tender without the EMD will be rejected.
14. **Security Deposit** : - The successful Bidder shall have to deposit the security money of Rs. 72,000/- at the time of execution of agreement in shape of DD drawn in favour of **District Project Coordinator, SS, Balasore** payable at Balasore. Security money will be forfeited in case of breach of contractual obligation by the supplier.
15. Accident :- The Agency / Bidder shall be responsible for any accident during execution of this work order and he will have to arrange workmen's compensation insurance. The policy shall also cover the bidder against the claims for injuries, disability, death of his or his sub-contractor's employees covered the Workmen's Compensation Act, 1948.
16. The quotation will be opened & evaluated by the District level Tender Committee.
17. Decision of the Collector-Cum-Chairman, SS, Balasore shall be final and binding.


District Project Coordinator
Samagra Shiksha, Balasore

I am agreed to abide by all the above Terms & Conditions

(Full Signature of the Quotationer with Seal & Date)

Annexure – 'A'

**Application for Technical Bid
(To be submitted Separately in Sealed Envelop)**

(A) Name of the Agency with Address :-

(B) Documents Enclosed :- (Self attested)

1. Photocopy of Registration Certificate.
2. Photocopy of GST Registration Certificate.
3. Photocopy of PAN.
4. IT Return of last three (3) financial years (2021-22, 2022-23 & 2023-24)
5. Audit Balance Sheet & P/L Account in support of turnover in the Financial year 2023-24.
6. Updated GST Return document.
7. Affidavit by the Bidder with regard to the fact that the Organisation is not Blacklisted.
8. Experience certificate with regard to the similar types of work done before.
9. Tender application form cost & processing fees..

D.D. No / Date

Bank & Branch Name

Amount in Rs.-

10. EMD Amount Details .

D.D. No / Date

Bank & Branch Name

Amount in Rs.-

Date

Seal & Signature of the Quotationer/ Bidder

Annexure – ‘B’

**Application for Financial Bid
(To be submitted Separately in Sealed Envelop)**

(C) Name of the Agency with Address :-

Sl. No.	Particulars	Rate Per day / Unit Price (in Rs)	Rate for 4 Days (from 2nd April to 5th April 2025) (in Rs)
1	Hiring Charge per Vehicle (Tata Ace) @ 1 vehicle per Block		
2	Fuel charge for travelling 10 Kilometres distance		
3	Light, Sound System with power supply in vehicle including Battery Backup		
4	Decoration of Vehicle :- i. Size - As per Actual → ii. Front - Vinyl Pasting → iii. 02 Doors (outsides) - vinyl pasting → iv. Wall (All Sides) - Iron frame with good quality flex. → v. Recording of Awareness song / Slogans for 4 minutes duration → vi. 50 good quality photographs & 8 - 10 short videos per each Block →		
5	Contingency		
6	Total Amount (Including Taxes & Duties)		

- Rate per each items mentioned against Sl. No -4 shall be quoted separately.
- Rate to be mentioned for recording of one song / slogan with music & voice with 4 minutes duration .
- Each vehicle must move at least 60 – 70 KMs (minimum) per day inside the Block.
- Rate should be quoted including all cost, taxes and duties .
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Date

Seal & Signature of the Quotationer/ Bidder



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Samagra Shiksha

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