



DISTRICT EDUCATION OFFICE, BALASORE

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

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No. 705 / Dt. 17/01/2026

Expression of Interest (EoI)

For shortlisting of agency for 3 Pavilions, Stage, Tent, Light, Sound Event Arrangement with Documentation

Expression of Interest (EoI) is invited by Collector & District Magistrate, Balasore from intending reputed Tent Owners to provide 3 Pavilions, tent, light, flowers, Banner in stage, gate & Sound Event Arrangement with Documentation in District Level PM SHRI USTAV under S&ME Deptt. in coordination with Panchasakha Shikhya Setu Sangathan of Odisha, Bhubaneswar scheduled to be organised among the 1089 participants will participate. Interested agencies having experience, food licence, trade licence and valid GST certificate may offer their quotation in sealed envelope latest by 21-01-2026 upto 02:00 PM which will be opened by a District Level Committee on the same day at 04:00 PM in the DPO, SS Conference Hall of DPO, SS, Balasore. The bidder may remain present or send their authorised representative 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 working days even 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 www.balasore.odisha.gov.in.

A. Scope of Work:

1. For smooth management of District Level PM SHRI USTAV for participant 3 Pavilions, tent, light, flowers, Banner in stage, gate & Sound Event Arrangement with Documentation is cover 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 and all the bill amount of the expenditure unit wise including GST..
2. The agency must have experience to organize and arrangement for 3000 participants.
3. The preference will be given for German Hanger Tent specially for Three Pavilions .

B. Evaluation process:

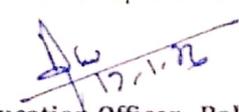
The Tent owner are to submit all the documents mentioned above including the attached format with quoted price for evaluation of the EoI. After evaluation, the Tent owner will be finalized by the Committee with due negotiation if required.

C. Document to be submitted by the Agency :

1. GST Registration Certificate
2. PAN Card
3. EMD amount of Rs. 50,000/- (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:

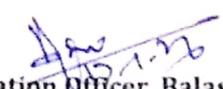
If the quality of the Pavilions, tent and sound services and other activities found unsatisfactory during the event then part of the bill amount or EMD money will be deducted as per the decisions of the Committee.


District Education Officer , Balasore

Memo No. 706

Date. 17/01/2026

Copy to the Notice Board of District Education Office, /District Project Office, SS/Collectorate, Balasore for wide circulation.


District Education Officer, Balasore

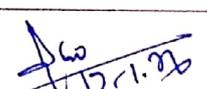


Tent arrangement at event venue point

SL. No.	Items description	area	Quoted price per unit per day (in Rs.)	Total price
1	3 Pavilions (Specially German Hanger)	Negotiable		
2	Water proof strong built Tent with sitting arrangement under the tent and stage/dias	To accommodate 2000 approx. persons		
3	Tent for Dining Hall with 10 Buffet stalls & Kitchen shed	For 1500 approx. persons		
4	Main Gate			

Separate Stage arrangement for two days

1	Stage with back drop of size 24' X 32' with LED Screen.	As finalized by the members		
2	Flex fitting with batten frame of size 20' X 10'	As per requirement of entrance and Venue area		
3	Stage chair for Guest	12 approx.		
4	Glass fitting T. Poy	10 approx.		
5	Podium with Microphone	1 approx.		
6	White Foam sofa	10 approx.		
7	Steel Chair for VIP	50 approx.		
8	Fiber Chair	1500 approx.		
9	Flower decoration at stage and gate	As required		
10	Lying of mat at Pavilions Stage, Auditorium & Road area.	As required		
11	Sound system with 4 nos. of cordless microphone, mixture and other for programme	1 units as required		
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		
14	LED (Audience)	2		
15	LED (Stage)	1		
16	Videography & Still Photo			
17	Standy	10 approx.		


 District Education Officer, Balasore

