

OFFICE OF THE REGIONAL ASSISTANT DIRECTOR OF EMPLOYMENT  
SAMBALPUR

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Letter No- 1080 / DEEx, Sambalpur, Dated- 17-11-2022

**SHORT QUOTATION CALL NOTICE**

In continuation to this office Short Quotation Call Notice No 1055/DEEx, Sambalpur Dt. 09.11.2022 a Fresh Sealed Tender/Quotations in plane papers are invited from the intending Firms /Caterers/Hotelier/bonafide decorators having valid GST, PAN Certificate and similar Experience for supply of tent and allied works for organizing 02 (Two) no of Mini Job Fair-cum-Counselling camps on 02<sup>nd</sup> Dec & 03<sup>rd</sup> Dec 2022 at Jamankira College, Jamankira and Govt Boys High School, Burla, Sambalpur respectively (N.B ; -The date and place of Job fair likely to be re-scheduled/changed) . The terms and conditions, quotation paper for submission of quotation and detailed specifications are below mentioned. Sealed quotation/ Tender should reach to the District Employment Exchange, Sambalpur ,At-Bhutapada Jail Road ,Po-HPO SBP,Ps-Dhanupali ,Dist-Sambalpur positively latest by **dated 28th Nov 2022 by 01:00 P.M by Speed Post/Registered Post only**, which will be opened by the Selection Committee on dated **28.11.2022 at 3:30 p.m** in presence of the quotationers or their authorized representatives in the Office Chamber of the Regional Asst. Director of Employment, Sambalpur. The Applicant/quotationer/Tenderer need to submit separate envelope for each job fair and the same should be superscribed on the top of the envelope as **“APPLICATION FORM FOR SUPPLY OF TENT AND ALLIED WORKS FOR MINI JOB FAIR -2022”** along with mobile no on the envelope

Regional Asst. Director of  
Employment, Sambalpur  
Regional Asst. Director of  
Employment, Sambalpur

Memo No 1081 /DEEx, Sambalpur

Dated 17-11-2022

Copy submitted to District Informatics Officer, NIC, Sambalpur for favour of kind information with a request to up-load the tender document in the district website

Regional Asst. Director of  
Employment, Sambalpur  
Regional Asst. Director of  
Employment, Sambalpur

Memo No 1082 /DEEx, Sambalpur

Dated 17-11-22

Copy submitted to

1. The Adll. Dist. Magistrate (Gen. ), Sambalpur for favour of kind information.
2. The CDO-cum-Executive Officer Zilla Parishad, Sambalpur with a request to display on the notice board for wide circulation of the same and information of the general public.

Regional Asst. Director of  
Employment, Sambalpur  
Regional Asst. Director of  
Employment, Sambalpur

Memo No 1083 /DEEx, Sambalpur

Dated 17-11-22

Copy submitted to The Chief District Medical Officer and Public Health officer, Sambalpur / The Divisional Labour Officer, Sambalpur / The Civil Supply Officer, Sambalpur , / The DI&PRO, Sambalpur / The District Sports Officer, Sambalpur / The District Welfare Officer, Sambalpur / Executive Officer, NAC, Kuchinda / Executive Officer, NAC, Rairakhol for kind information with a request to display on the notice board for wide circulation of the same and information of the general public.

Regional Asst. Director of  
Employment, Sambalpur  
Regional Asst. Director of  
Employment, Sambalpur

Memo No 1084 /DEEx, Sambalpur

Dated 17-11-22

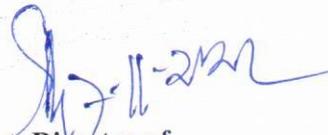
Copy submitted to

1. The Collector and District Magistrate, Sambalpur for faour of kind information.
2. The Director of Employment, CEO, OSDA, Bhubaneswar for faour of kind information.

Regional Asst. Director of  
Employment, Sambalpur  
Regional Asst. Director of  
Employment, Sambalpur

**TERMS & CONDITIONS MENTIONED BELOW FOR SUBMISSION OF QUOTATIONS FOR SUPPLY OF ABOVE ITEMS.**

- 1 The quotationer/Tenderer must be a registered firm.as mentioned in the tender paper.
- 2 Must have a valid PAN No,GST No.
- 3 Must have income tax return for last three years.
- 4 Payment will be made on satisfactory completion of the work assigned & as per the demand bill at the rate quoted in the application received..
- 5 The size of the supply order may increase or decrease as per requirement.
- 6 The rate shall be quoted inclusive of all Taxes (GST inclusive) & royalties if any.
- 7 No additional charges will be paid by the undersigned towards transportation cost to the delivery point.
- 8 The quotationer has to supply the items to the programme in time as specified in the Notice.
- 9 No any compromise is allowed in quality of work.
- 10 Successful quotationers shall have to supply the items as per work order to be issued and the specified items as per the description & at the rate by the quotationers concerned .
- 11 The Lowest Quoted Price of genuine quotationer who qualify in both the bidding will be taken into consideration for the selection.
- 12 There will be two phasees of selection of tender i.e **Technical & Financial bid** so all tenderer/ quotationer will be required to apply separately for **Technical & Financial bid form** with all other documents and should be kept in a **single envelope superscribing thereon as mentioned in the notice.**
- 13 The applied quotationer who qualify in the Technical bid will be taken for consideration of Financial bid
- 14 The tender should reach within the stipulated time mentioned on the notice, beyond which the tender will not be entertained.
- 15 The applied quotationer must not be a defaulter of any statutory dues as per the provision.
- 16 In the event of any dispute, the matter shall be settled within the jurisdiction of Sambalpur
- 17 The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

  
Regional Asst. Director of  
Employment, Sambalpur  
Employment, Sambalpur

**CONTENT AND ALLIED WORKS SPECIFICATION FOR THE DISTRICT LEVEL MINI JOBFair SCHEDULED TO BE HELD ON 02nd AND 03rd Dec 2022 AT JAMANKIRA COLLEGE, JAMANKIRA AND GOVT BOYS HIGH SCHOOL, BURLA, SAMBALPUR RESPECTIVELY**

For the District Level Mini Job Fair 02nd and 03rd Dec 2022 at Jamankira College, Jamankira and Govt Boys High School, Burla, Sambalpur respectively The details of stall specification per event is below:-

**A. Erection of stalls:-**

SI No.	Particulars	Stall Specification	Quantity Required for Ground Preparation
1	Structure for stall with palo, Ceiling & Wall	Bambo (3 to 6") /Folding Iron Frame & cloth (with anti-fire chemical treatment) structure size of each stall 10ftx10ftx9ft) .Three sides including partitions wall of stall will be covered with cloth. All new cloth to be used.	30 Nos
2	Electric Fitting	To specific stalls electric plug points, lights and fans to be fitted	30 Nos
3	Numbering of Stalls	All stalls should be numbered	As required
4	Open-shed structure	Cloth ceiling with palo erecting by bamboo structure 50ftx40ft close to stalls	1 per ground
5	Ground carpet/dari	Ground covering by dari/ carpet under the open shed total area -2000 sqft(Approx)	As required
6	Stage	20ft x 15ft x 10ft ceiling with along with carpet coverage	As required

**B. Gates:-**

SI No	Particulars	Specification	Quantity Required
1	Structure	Bamboo structure 15 <sup>th</sup> height x 20 ft width	01

**C. Temporary Toilets:-** Temporary Toilets for ladies and gents two each at separate location of the ground with water facility.

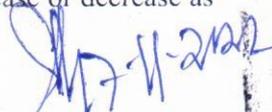
**D. Generator & Sound System:-** Generator set with required fuel shall be supplied by the tenderer/quotationer for the entire day:- One sound set with two mikes and 1 cord less microphone.

**E. Barricading:-** Front barricading on each Stall/Registration counter

**F. Miscellaneous:-**

SI No	Items	Quantity/Specification
1	Dustbin	5 nos
2	Chair	400 + 15 cushion chairs
3	Table	30nos plastic table for each stall/Registration counter + 05 tea poy style table at the stage
4	Pedestal Fan	04 Nos

N.B:- Item wise requirement is indicative only . The actual requirements may increase or decrease as per requirement and necessities according to the decision of undersigned .

  
**Regional Asst. Director**  
**Of Employment, Sambalpur**  
 Employment, Sambalpur

**QUOTATION PAPER**

**Towards. supply of tent and allied works for organizing Mini Job Fair held on 02nd and 03rd Dec 2022 at Jamankira College, Jamankira and Govt Boys High School, Burla, Sambalpur respectively**

10. Name of the Quotationer:-
11. Name of the Firm with regd no:-
12. Address of the Quotationer / Supplier / Dealer:-
13. Mobile Number and E-mail Id:-
14. PAN Number:-
15. Whether GSTIN Certificate furnished (Yes/No) If yes, necessary documents from the competent Authority to be attached and clearance of rent three years:-
16. Whether having any experience in the field (Yes/No) If yes, Attach documents :-
17. Bank A/c of the Tenderer/Quotationer (Attach Bank front page)
18. Income Tax Return Details(Attach last three years return)

**Full Signature & Seal of Quotationer**





**DECLARATION.**

I am willing to abide by the terms & conditions laid down above. In case of any lapse on my part which may affect the performance of the Job or the quality of food is found substandard or the service of response is found poor, proportionate value may be deducted from my bill as may be deemed proper by the work assessment committee.

**Place:**  
**Date:-**

**Full signature of the Quotationer  
(with seal)**

