

DISTRICT EMPLOYMENT EXCHANGE, NAYAGARH
At-D.R.D.A Road (Near Maharsi School) At/Po-Bhatasahi, Dist: Nayagarh, Pin-752070
Email Id: emp.nayagarh@rediffmail.com Phone No- 06753-252625

Letter No. 1242 / DEEx, Nayagarh Dated: 07/12/2018

Quotation Call Notice

Sealed Quotation are invited from reputed firms, decorators, tent houses or Individuals having the work experience of Exhibitions of similar nature of work for installation of stalls and other related activities at the venue of Job fair to be held on 21.12.2018 at Sports Ground, Nayagarh.

1. The Quotationers should have registered GSTIN no.
2. The Quotationers should have experience in the same field.
3. The work will be assigned to a firm or Individuals for Job Fair scheduled to be held at Sports Ground (Back side of Govt. Hospital) on dated 21.12.2018
4. The duration of the Job Fair will be for one day. All the desired works should be completed at least one day before the scheduled date of the Job fair and should be handed over to the undersigned.
5. Security amount of Rs.10,000/- is required to submit in shape of Bank draft or Cheque in favour of District Employment Officer, Nayagarh with sealed quotation.
6. Quotation paper will be submitted by Postal Service addressing to the District Employment Officer, Nayagarh, At- D.R.D.A. Road, Near Maharshi School Po- Bhatasahi, Dist- Nayagarh, Pin- 752070 on or before 15.12.2018 at 3 P.M.
7. The Quotations will be opened in the presence of Quotationer or their authorized representative on 15.12.2018 at 04.00P.M. in the chamber of District Employment Officer Nayagarh.
8. The authority reserves the right to cancel or reject any or all the Quotation without assigning any reason thereof.

The following works will be required to be taken up:

- | | |
|--|---|
| 1. Erection of Stalls | 2. Entrance Gate |
| 3. Exit Gate | 4. Stage- |
| 5. 1Generator: 10 KVA | 6. Public Address System |
| 7. Waiting Space for Candidates | 8. Barricade |
| 8. Display of information on the venue | 9. Flex for stalls & Other areas in the venue |
| 10. Other required measures if any. | |

1. Erection of Stall:

Stalls will be erected in Job Fair, 2018-19 as per the requirement. The quotationer will quote their lowest possible price. The details of specifications are given below:-

| Sl. No. | Particulars | Stall Specification |
|---------|--------------------|--|
| 1 | Structure | Bamboo & cloth structure, Size of each stall – 12' X 10' with tarpaulin water proof roofing. |
| 2 | Flooring | Full Floor Matting |
| 3 | Ceiling & Wall | Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin. . |
| 4 | Furniture | Front counter table in wooden batten and planks / steel table size 8' x 2.6' X 3' height and wrapped with new white cotton cloth. Plastic molded Chair – 3 nos. in each stall. |
| 5 | Electric Fittings | Electric connections to each stalls with required fittings |
| 6 | Preparing of Stall | All stalls should be Prepared as per specification of Recruiter |

2. Gates:

| Sl. No. | Particulars | Work Specifications |
|---------|--|--|
| 1 | Structure size Width-10 ft Height-12 ft | Bamboo Structure, Wooden Batten framing, Square & box type structure. |

3. Waiting space should be well prepared for the Job seekers with proper ceiling & other required accessories.
4. Generators: Generator sets with required fuel shall be provided by the Quotationers. The Quotationers should always be prepared for uninterrupted power supply for the Fair. The requirement of Generator Sets could be for 10 KVA
5. Stage : One stage will be decorated in the Sports Ground, (Back side of Govt. Hospital,) Nayagarh with sufficient space for guest with proper flowering.

Stage

Furniture

: 15 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. good quality glasses with covers, name plates – 12 no., 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.

Light & Sound

: Adequate light and sound arrangement will be made on the stage & counters.

Overall supervision: Cleansing, Sweeping & keeping ready of all equipment on stage is the complete responsibility of the contractor.

District Employment Officer,
Nayagarh

Memo No. 1243 (6) / DEEx., Nayagarh Dated 07/12/2018

Copy to the DIO, NIC, Nayagarh for information with a request to hoist in District website / Office Notice Board of District Employment Exchange / Collector / Sub-Collector / Tahasil / Treasury, Nayagarh for wide publicity among the intending suppliers/ Agencies.

District Employment Officer,
Nayagarh

QUOTATION APPLICATION FORM FOR AND ALLIED WORK AT SPORTS GROUND (BACK SIDE OF GOVT. HOSPITAL) FOR ORGANISATION OF JOB FAIR ON DATED 21.12.2018

To

The Collector & District Magistrate,
Nayagarh.

| Sl. No | Item Particulars | Unit | Rate per unit including Tax | Qty | Amount (In Rs.) |
|--------|---|---------------------------|-----------------------------|-------------|-----------------|
| 1 | Erection of Stall 10"X12" | 1 | | 40 | |
| 2 | Erection of Gate (Entrance & Exit) Wide-10 ft, High-12 ft | 1 | | 1 | |
| 3 | Tent for preparation of Lunch including stall 03 nos. | 1 | | 1 | |
| 4 | Waiting space for candidates | 1 | | 100 & 30 ft | |
| | Ground Electrification | 1 | | 1 | |
| | Miscellaneous (Electrical) | 1 | | 10 | |
| | Pedestal Fan | 1 | | 5 | |
| | Barricade | Per Sqft. | | | |
| | Generator (with fuel) | | | | |
| | 10 KVA | 1 | | 1 | |
| | Stage- Fabricated | 1 | | 1 | |
| | Sound system | 1 at Stage & 1 at Counter | | 2 | |
| | VVIP Chair | 1 | | 15 | |
| | VIP Table with cloth | 1 | | 5 | |
| | Chair | 1 | | 800 | |
| | Table | 1 | | 100 | |
| | Total | | | | |

Signature of the Quotationer
With seal

DECLARATION

I / We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am / we are not satisfying the eligibility criteria prescribed in the relative advertisement, my Quotation is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid by District Administration, Nayagarh. In case of any lapse on my / our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:

Date :

Signature of the Quotationer with seal

Detailed address with
contact Phone number