

## DISTRICT EMPLOYMENT EXCHANGE, NAYAGARH

Letter No. 844 / DEEx, Nayagarh Dated: 22/11/19

### Quotation Call Notice

Sealed Quotation are invited from firms/ decorators/ tent houses for installation of stalls and other related activities at the venue of Job fair to be held on 10.12.2019 at PTS Ground, Nayagarh.

1. The Quotationer should have registered GSTIN no.
2. 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.
3. 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.
4. Quotation paper will be send through Post only 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 02.12.2019 at 02 P.M.
5. The Quotations will be opened on 02.12.2019 at 3.00 P.M. in the chamber of District Employment Officer Nayagarh. The quotation or their representative may remain present at the time of Opening the quotation.
6. 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. Other required measures if any. |

#### 1. Erection of Stall:

Stalls will be erected in Job Fair, 2019-20 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	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.
5. Stage : One stage will be decorated in the PTS Ground, Nayagarh with sufficient space for guest with proper flooring.

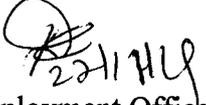
Stage Furniture : 10 no. of VVIP Chairs with white towels, 4 no. of Center Tables, with Table Cloth, & inaugural materials etc. will be provided on the meeting days.

Light & Sound : Adequate light and sound arrangement will be made on the stage

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

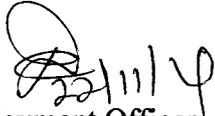
**Required Document:-**

1. GST Registration Certificate of the Farm/Agency
2. Identity Proof of the Proprietor.
3. Security Deposit, Bank Draft / Cheque
4. PAN Card Copy

  
District Employment Officer,  
Nayagarh

Memo No. 845 (6) / DEEx., Nayagarh Dated 22/11/19

Copy to the DIO,NIC, Nayagarh for information with a request to hoist in District website till 02.12.2019 up to 02.00P.M./ Office Notice Board of District Employment Exchange / Collector / Sub-Collector / Tahasildar Nayagarh / Treasury Officer, Nayagarh for wide publicity among the intending suppliers/ Agencies.

  
District Employment Officer,  
Nayagarh

**QUOTATION APPLICATION FORM FOR AND ALLIED WORK AT PTS GROUND FOR  
ORGANISATION OF JOB FAIR ON DATED 10.12.2019**

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		2	
3	Tent for preparation & distribution of Lunch for Job seekers	1		1	
4	Waiting space for candidates	1		100 & 30 ft	
5	Pedestal Fan	1		5	
6	Barricade	Per Sqft.			
7	Generator (with fuel)				
8	10 KVA	1		1	
9	Stage- Fabricated	1		1	
10	Sound system	1		1	
11	VVIP Chair with towel	1		15	
12	VIP Table with cloth	1		5	
13	Chair	1		700	
14	Table	1		100	
15	All Instruments for meting arrangement	1		1	
16	Connection of Electric point in stalls	1		40	
	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