

# DISTRICT EMPLOYMENT EXCHANGE, NAYAGARH

## Quotation Call Notice

Sealed Quotations are invited from firms/ decorators/ tent houses /Individuals for installation of stalls and other related activities at the venue of Job fair to be held at PTS Ground, Nayagarh on dated 08.12.2023.

1. 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.
2. Security amount of Rs.5,000/- is required to be submitted in the shape of Bank draft / Cheque in favour of District Employment Officer, Nayagarh with sealed quotation.
3. The Quotationer should have valid registered GSTIN no.
4. Quotation paper will be send through Regd. Post only to the District Employment Officer, Nayagarh, At- D.R.D.A. Road, Near Maharshi School Po- Bhatasahi, Dist- Nayagarh, Pin- 752070. That should reach the undersigned on or before 02.12.2023 at 04.00 P.M.
5. The Quotations will be opened on 04.12.2023 at 10.00 A.M. in the chamber of District Employment Officer Nayagarh. The quotationer or their representative may remain present at the time of Opening the quotation.

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. Display of information on the venue
9. Space for refreshment of candidates
10. Other required measures if any

### 1. Erection of Stall:

Stalls will be erected in Job Fair, 2023-24 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 – 4 nos. in each stall.
5	Preparation 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 Length-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 venue of Job fair with sufficient space for guest with proper flooring.  
  
Stage Furniture : 08 no. of VIP Chairs with white towels, 2 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 Agency.
6. Refreshment space for candidates outside of the Job fair enclosure should be separately arranged with counters.

**Required Documents to be submitted along with the quotation:-**

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

The authority reserves the right to cancel or reject any or all the Quotation without assigning any reason thereof. **Even, if required, negotiation will be made with the L-1 bidder regarding need of the expenditure for other activities of the said event failing which the quotation may be cancelled / rejected.**

  
District Employment Officer,  
Nayagarh

Memo No. 381 (6) / DEEx., Nayagarh Dated 23/11/2023

Copy to the DIO, NIC, Nayagarh for information with a request to hoist in District website till **02.12.2023 up to 04.00P.M.** / Office Notice Board of District Employment Exchange / Collector / Sub-Collector / Tahasil 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 08.12.2023**

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) 10 KVA	1		1	
8	Stage- Fabricated	1		1	
9	Sound system	1		1	
10	VIP Chair with towel	1		10	
11	VIP Table with cloth	1		5	
12	Chair	1		500	
13	Table	1		50	
14	All Instruments for meting arrangement	1		1	
15	Connection of Electric point in stalls	1		40	
	Total				

**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

contact Phone number