

# DISTRICT SKILLDEVELOPMENT-CUM- EMPLOYMENT OFFICE, 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 09.01.2026.

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.10,000/- is required to be submitted in the shape of Demand draft in favour of District Skill Development-cum-Employment Officer, Nayagarh with sealed quotation.
3. The Quotationer must have valid registered GSTIN no.
4. Quotation paper must be sent through Regd. /Speed Post only to the District Skill Development-cum-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 at 02.00 P.M. on dated 29.12.2025.
5. The Quotations will be opened on 29.12.2025 at 03.00 P.M. in the office chamber of District Skill Development-cum-Employment Officer Nayagarh. The quotationer or their representative may remain present at the time of Opening of the quotation.
6. The Security Deposit money will be forfeited incase of delay or negligence in commencement & completion of allotted work.

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 (Sound & other systems)
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, as per the requirement. The quotationer will quote their lowest possible price. The details of specifications for different activities are given below:-

| Sl. No. | Particulars          | Stall Specification  |
|---------|----------------------|--|
| 1       | Structure            | Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.   |
| 2       | Flooring             | Full Floor Matting of the stall, stage, waiting space, etc   |
| 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. flex of the recruiters & other required materials to be installed in the stall.                               |

### 2. Gates:

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

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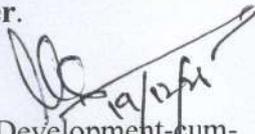
3. Waiting space should be well prepared for the Job seekers with proper ceiling & other required accessories.
4. Generators: Generator sets with required fuel shall be provided by the Quotationers. The Quotationers should always be prepared for uninterrupted power supply for the Fair.
5. Stage : One stage will be decorated in the venue of Job fair with sufficient space for guest with proper flooring. Size of the stage 18' x 14'.  

|                     |   |  |
|---------------------|---|--|
| Stage Furniture     | : | Required no. of Chair not less than 08 nos. of VIP Chairs with white towels, 3 nos. 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:-**

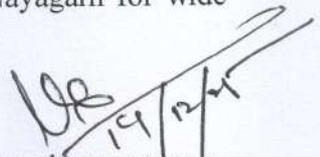
1. Valid GST Registration Certificate of the Firm/Agency
2. Identity Proof of the Proprietor / Agency.
3. Security Deposit, in shape of Bank Draft
4. PAN Card Copy

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 of the selected bidder.**

  
District Skill Development-cum-  
Employment Officer, Nayagarh

Memo No. 812 (5) / DSDEO, Nayagarh Dated 19.12.2025

Copy to the DEGM, Nayagarh for information with a request to hoist in District website till 29.12.2025 up to 02.00P.M./ Office Notice Board of District Skill Development-cum-Employment office / Collector / Sub-Collector / Tahasil Nayagarh, Nayagarh for wide publicity among the intending suppliers/ Agencies.

  
District Skill Development-cum-  
Employment Officer, Nayagarh

**QUOTATION APPLICATION FORM FOR AND ALLIED WORK AT PTS GROUND FOR  
ORGANISATION OF JOB FAIR ON DATED 09.01.2026**

To

The District Skill Development-cum-,  
Employment Officer, Nayagarh.

| Sl. No | Item Particulars  | Unit | Rate per unit/<br>Sqft. | Qty                       | Amount<br>(In Rs.) |
|--------|---|------|-------------------------|---------------------------|--------------------|
| 1      | Erection of Stall 10"X10"   | 1    |                         | 40                        |                    |
| 2      | Erection of Gate (Entrance & Exit)<br>Wide-12 ft, High-10 ft                | 1    |                         | 2                         |                    |
| 3      | Tent for preparation & distribution of<br>Lunch for Job seekers & officials | 1    |                         | 1                         |                    |
| 4      | Waiting space for candidates  | 1    |                         | 100 x 30 ft               |                    |
| 5      | Pedestal Fan  | 1    |                         | 5                         |                    |
| 6      | Barricade all the stalls, stages &<br>Refreshment area                      |      |                         |                           |                    |
| 7      | Generator 10 KVA (with fuel)  | 1    |                         | 1                         |                    |
| 8      | Stage- well furnished   | 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 Amount              |                    |
|        |   |      |                         | GST %                     |                    |
|        |   |      |                         | Grand Total Including GST |                    |

**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  
Mob -