

# DISTRICT OFFICE, NAYAGARH

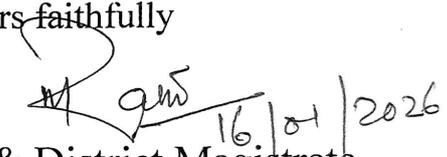
## PANCHASAKHA SIKHYA SETU

Letter No. 493 // Date 16.01.2026

### SHORT QUOTATION CALL NOTICE

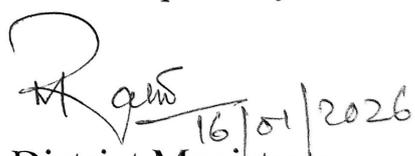
Sealed Quotation are invited from intending firms/agencies having GSTIN for i.e. **Tent, Light, Sound & Event with Stage arrangement, Certificates & Mementos, 3 nos of Pavilion making and Lunch with Refreshment** for participants for District Level PM SHRI Utsav under Panchasakha Sikhya Setu Sangathan. The sealed quotation complete in all respects should reach O/o of DEO, Nayagarh by **21.01.2026**, by 11.00 AM. The detail terms and conditions for tent, Light, Sound & Event attached herewith. The incomplete quotation received after the due date and time will be summarily rejected. The quotation will be opened in the office of **Collector & District Magistrate**, Nayagarh on the same day i.e 21.01.2026 at 2.00 P.M in the presence of the quotationer or their authorized representatives. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

Yours faithfully

  
Collector & District Magistrate,  
Nayagarh

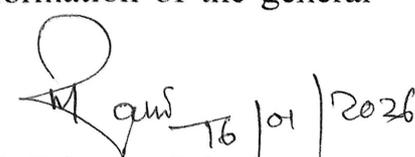
Memo No. 494 //Date. 16.01.2026

Copy to the DIC, Nayagarh to publish the short Quotation call notice in the website <http://nayagarh.odisha.gov.in/> for wide publicity and information of the general public.

  
Collector & District Magistrate,  
Nayagarh

Memo No. 495 //Date. 16.01.2026

Copy forwarded to the Superintendent of Police, Nayagarh/ Addl. District Magistrate, Nayagarh/ Sub- Collector, Nayagarh/ All BDOs/ All Tahasildar/All Executive Officers of ULBs/ All CDPOs/All District Level Officers of Nayagarh District/ DPM,OLM, Nayagarh/ORMAS, Nayagarh/ Mission Shakti Office, Nayagarh/ All Line Department Officers of Nayagarh District for information and necessary action. They are requested to publish the notice in their notice boards for wide publicity and information of the general public.

  
Collector & District Magistrate,  
Nayagarh

SHORT QUOTATION CALL NOTICE  
For

**DISTRICT LEVEL PM SHRI UTSAV**

1. Tent, Light, Sound & Event Arrangement.
2. 3 Nos of Pavilion Making for Participants.
3. Stage Preparation.
4. Certificates & Mementos for Awardees
5. Lunch & Refreshment for participants.

Under

**PANCHASAKHA SIKHYA  
SETU SANGATHAN**

*To be organized by*

**District Office, Nayagarh**

## Quotation Details

### QUOTATION CALL FOR TENTAGE & ALLIED WORKS FOR DISTRICT LEVEL PM SHRI UTSAV.

Sl.No.	Particulars	Details
1	Name of the Client	Collector & District Magistrate, Nayagarh
2	Date of issue of Tender Call Notice	15.01.2026 at <a href="http://nayagarh.odisha.gov.in/">http://nayagarh.odisha.gov.in/</a>
3	Last date and time for submission of Quotation.	21.01.2026 up to 11 A.M. by Speed post / Registered post / / Courier only.
4	Date, Time and Place for opening of Quotation	21.01.2026 at 2.00 PM, Collectorate, Nayagarh, Dist.- Nayagarh
5	Address for Submission of Quotation	District Education Office, Nayagarh, At/Po- Nabaghanapur, Dist.- Nayagarh, Pin-752070
6	Court Matter	If there is any dispute in contract period shall be settled in Court of Nayagarh Jurisdiction.
7	Power of the Committee	The Quotation Committee reserves right to cancel the Quotation Call Partly or Fully without assigning any reason thereof.



**TERMS AND CONDITIONS OF QUOTATION CALL FOR TENT ,LIGHT,SOUND ,EVENT WITH STAGE  
ARRANGEMENT, CERTIFICATE WITH MEMENTOS, 3 NOS OF PAVILION MAKING, LUNCH WITH REFRESHMENT  
FOR DISTRICT LEVEL PM SHRI UTSAV**

1. Separate Sealed Quotations are invited from the registered firms/decorators/ tent houses for Tent, Light, Sound, Event & State arrangement, 3 Nos of Pavilion making/ Agencies/Press for Certificate with Mementos/ Hotels/Catering services for Lunch with Refreshment for District Level PM SHRU Utsav.
2. The registered firms/decorators/ tent houses having the work experience of Tent/Light/Sound & Event Arrangement can apply for District Level PM SHRU Utsav in Nayagarh District. The total contract amount of Rs.1,00,000/- and the tender cover(Envelop) super scribed as "**Tender for undertaking as Tent/Light/Sound & Event Arrangement work**" The Bidder should have GST In having HSN code /SAC code for dealing with Services like Event Management or equivalent services .
3. The registered firms/decorators/ tent houses having the work experience of Pavilion making can apply for District Level PM SHRU Utsav in Nayagarh District. The total contract amount of Rs.4,25,700/- and the tender cover (Envelop) super scribed as "**Tender for undertaking as Pavilion making work**" .
4. The registered firms/decorators/ tent houses having the work experience Stage Preparation can apply for District Level PM SHRU Utsav in Nayagarh District. The total contract amount of Rs.1,00,000/- and the tender cover (Envelop) super scribed as "**Tender for undertaking as Stage Preparation work**" .
5. The registered firms/ Press having the work experience in Certificates & Mementos making can apply for District Level PM SHRU Utsav in Nayagarh District . The total contract amount of Rs.30,052/- and the tender cover (Envelop) super scribed as "**Tender for undertaking as Certificates & Mementos work**" .
6. The registered Agencies/Hotels/ Catering Services having valid food license issued by appropriate Authority of the Govt. with the work experience of Lunch & Refreshment in different ceremony/function can apply for District Level PM SHRU Utsav in Nayagarh District. The total contract amount of Rs.4,28,994/-. And the tender cover (Envelop) super scribed as "**Tender for undertaking as Lunch & Refreshment work**".
7. The Quotationer should have registered firm / Proprietorship under GST (GSTIN) income Tax (PAN/TAN). And they are requested to submit the copy of Valid Goods & Services Tax (GST) registration certificate registered under GST Act & Copy of valid PAN/TAN.
8. The work will be assigned to a firm/Agencies for District level Utsav. So, the rate quoted should be inclusive of all taxes offered by the tent houses / firms/Press/ Hotels and should be valid for a period of one year.
9. The duration of the event will be for two day. The entire tent, Pavilion making, stage preparation & Certificate works should be completed at least before time of the scheduled Utsav and should hand over all the works as per the specification, to the in-charge of the event.
10. On completion of the event, the contractor shall have to take away all the materials next day and vacate the site with the same condition while occupying the ground.
11. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the quotation.
12. The final payment will be made on the basis of the actual work. In case of any additional requirement, the contractor has to take the prior written permission which should be submitted with the bill.
13. The Quotationer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the event. The undersign will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable step for insurance of his goods used in the event for the above purpose.
14. No part of the contract will be sub-let without the prior written permission of the authority.
15. For convenience and effective delivery, the quotationer is to be treated as a package of services. Hence, the firm quoting the lowest quotes and submitted required documents will be considered.
16. It shall be the responsibility of the successful quotationer / contractors to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. The quotationer has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
17. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician / contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.

Name & Address of the firm

Signature with seal



**Collector & District Magistrate,  
Nayagarh**

**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 of my quotationer is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid by Collector & District Magistrate, 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 :

A handwritten signature in black ink, consisting of a stylized, cursive-like mark.

Signature of the tenderer with seal

## Bidder Information

QUOTATION APPLICATION FORM FOR TENTAGE , SOUND WITH EVENT ARRANGEMENT, 3 NOS OF PAVILION MAKING,  
CERTIFICATES & MEMENTOS, AND LUNCH WITH REFRESHMENT UNDER  
PM SHRI UTSAV OF NAYAGARH DISTRICT.

(Last date for submission of quotation form by 21.01.2026, 11 am)

Sl.No.	Description	Full Details
1	Name of the Quotationer	
2	Address for communication  Tel: Email id:	
3	Name of the authorized person signing & submitting the Quotation : Mobile No.: Email id:	
4	Registration Details: Registration No.  Date & Year	
5	PAN Number	
6	Goods and Services Tax identification Number (GSTIN)	
7	The Income Tax Return of last Year	
8	GST Return copy	
9	Food License	

Authorized Signatory (In full and initials):-----

Name and Designation with Date and Seal: -----



Signature of the tenderer  
With seal

## Bid Statement

QUOTATION APPLICATION FORM FOR TENTAGE, SOUND, STAGE PREPARATION, 3 NOS OF PAVILION MAKING WITH  
EVENT ARRANGEMENT,  
UNDER

PM SHRI UTSAV OF NAYAGARH DISTRICT.

(Last date for submission of quotation form by 21.01.2026, 11 am)

To

\_\_\_\_\_

\_\_\_\_\_

Sl. No	Item Particulars	Unit	Rate per unit in Rs.	Qty	Total Amount including all Taxes and Duties (In Rs.)
A	Tent Work (160 Ft. * 100 Ft.) with proper selling & Cloth calling, Chairs, Sofa and Net Matting				
B	Stage and Raiser (40 ft. * 16 ft) with matting Podium Branding.				
C	Tent Work for 3 Nos of Pavilion Making (2503 sq.ft.*3) with proper selling & Cloth calling with stall making				
C	Lights- Tent, stage making & Outdoor sides				
D	25 K.V. Generator with Oil				
E	2 nos. of 1 KVA UPS				
F	Flower Decorations of Stage, Podium & Infront of Stage with original flowers.				
G	Sound System 1-Six numbers of Top'2-Two nos. of Base Pin 3-Two numbers of Floor Monitor 4-Two Numbers of Feedback, 5-Podium Phone 6-Hand Mike ;7-Color Mike				
H	1 nos of LED Screen with internet connection installed in the premises for live streaming.				
	<b>G Total</b>				

Signature of the Quotationer  
With seal



## Bid Statement

QUOTATION APPLICATION FORM FOR LUNCH & REFRESHMENT OF PM SHRI UTSAV OF NAYAGARH DISTRICT  
(Last date for submission of quotation form by 21.01.2026, 11 am)

To \_\_\_\_\_  
\_\_\_\_\_

Sl. No	Item Particulars	Unit (As per participant)	Rate per unit in Rs.	Qty	Total Amount including all Taxes and Duties (In Rs.)
A	Lunch Maximum rate Rs.120/- (including all Taxes/ Including GST)				
B	Tiffin Maximum rate (Snacks) Rs.20/- per serving (including all Taxes/Including GST) (2 Times)				
C	Water Bottle Maximum rate Rs.12/- (including all Taxes/ Including GST)				
	<b>G Total</b>				



Signature of the Quotationer  
With seal

## **Bid Statement**

QUOTATION APPLICATION FORM FOR CERTIFICATES & MEMENTOS FOR PM SHRI UTSAV OF NAYAGARH DISTRICT  
(Last date for submission of quotation form by 21.01.2026, 11 am)

To

\_\_\_\_\_

\_\_\_\_\_

Sl. No	Item Particulars	Unit	Rate per unit in Rs.	Qty	Total Amount including all Taxes and Duties (In Rs.)
A	PM SHRI UTSAV (DISTRICT LEVEL) Maximum rate Rs.200/- (including all Taxes/ Including GST)				
	(Other Information collected from DEO, Nayagarh)				



Signature of the Quotationer  
With seal