

**DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE,**  
**JHARSUGUDA**

E-mail ID: distemployment\_jsg@gov.in deo\_ empjsg@yahoo.in

Phone No.06645-291437

No. 254 / DSD-cum-EO, Jharsuguda

Dated 17/02/2025

**SHORT QUOTATION CALL NOTICE**

Sealed Tender/Quotations in plane papers are invited from the Event Organizer /Tent suppliers having valid GST, PAN Certificate and similar Experience for supply of tent and allied works for organizing **01 (one) no** of District Level Job Fair for the Jharsuguda District at \*\*\* (***N.B: -The date of Job fair will be held tentatively in the 2<sup>ND</sup> week of March-2025 which may be modified & the venue will be decided in the preparatory meeting of the District Level Job Fair which is scheduled to be held on 24.02.2025***). The terms and conditions, quotation paper for submission of quotation and detailed specifications are mentioned below. Sealed quotation/ Tender should reach to the undersigned in the address of the District Skill Development-cum-Employment Office, Jharsuguda positively latest by **dated 24.02.2025 by 05:30 P.M through Speed Post/Registered Post / Courier only**, which will be opened by the Selection Committee on dated **25.02.2025 at 11:30 A.M.** in presence of the quotationers or their authorized representatives in the Office Chamber of the undersigned. The Applicant/ quotationer/ Tenderer need to submit the same super scribing on the top of the envelop as "**APPLICATION FOR SUPPLY OF TENT AND ALLIED WORKS FOR DISTRICT LEVEL MEGA JOB FAIR 2024-25 IN JHARSUGUDA DISTRICT**" along with mobile no on the envelope.

  
District Skill Development  
-cum-Employment Officer  
Jharsuguda  
17.2.2025

Memo No. 255 (2) / DSD-cum-EO, Jharsuguda

Dated 17/02/2025

Copy submitted to: -

1. The Director of Skill Development-cum-Employment, CEO, OSDA, Bhubaneswar for favor of kind information.
2. The Collector and District Magistrate, Jharsuguda for favor of kind information.

  
District Skill Development  
-cum-Employment Officer  
Jharsuguda  
17.2.2025

**Memo No. 256 / DSD-cum-EO, Jharsuguda Dated 17/02/2025**

Copy submitted to the CDO-cum-E.O., Zilla Parishad, Jharsuguda with a request to display on the notice board for wide circulation of the same and information of the general public.

  
**District Skill Development  
-cum-Employment Officer,  
Jharsuguda**

**Memo No. 257 / DSD-cum-EO, Jharsuguda Dated 17/02/2025**

Copy submitted to All the District Level Officers, Jharsuguda for kind information with a request to display on the notice board for wide circulation of the same and information of the general public.

  
**District Skill Development  
-cum-Employment Officer,  
Jharsuguda**

**Memo No. 258 / DSD-cum-EO, Jharsuguda Dated 17/02/2025**

Copy submitted to District e-Governance Manager, Jharsuguda for favor of kind information with a request to upload the tender document in the district website.

  
**District Skill Development  
-cum-Employment Officer,  
Jharsuguda**

**Memo No. 259 / DSD-cum-EO, Jharsuguda Dated 17/02/2025**

Copy to the Notice Board of the District Skill Development-cum-Employment Office, Jharsuguda for wide publication and information of the general public.

  
**District Skill Development  
-cum-Employment Officer,  
Jharsuguda**

**TERMS & CONDITIONS MENTIONED BELOW FOR SUBMISSION OF QUOTATIONS FOR SUPPLY OF ABOVE ITEMS.**

1. The quotationer/Tenderer must be a registered event organizer/tent supplier as mentioned in the tender paper.
2. Must have a valid PAN No., GST No. etc.
3. Must have income tax return for last three years with audited report.
4. All Bills must be submitted including GST or other taxes (if any) for payment.
5. The quotationer/tenderer must provide copy of bank passbook.
6. Payment will be made on satisfactory completion of the work assigned & as per the demand bill at the rate quoted in the application received through NEFT/RTGS.
7. The size of the supply order may increase or decrease as per requirement.
8. The rate shall be quoted inclusive of all Taxes (GST inclusive) & royalties if any.
9. No additional charges will be paid by the undersigned towards transportation cost of items/articles to the delivery point.
10. The quotationer has to supply the items/articles to the programme in time as specified in the Notice.
11. No any compromise is allowed in quality of work.
12. Successful quotationers shall have to supply the items as per work order to be issued and the specified items as per the description and plan prepared.
13. The Lowest Quoted Price of genuine quotationer who qualify in both the bidding will be taken into consideration for selection.
14. There will be two phases of selection of tender i.e. Technical & Financial bid so all tenderer/ quotationer will be required to apply separately for Technical & Financial bid from with all other documents and should be kept in a single envelope superscribing therein as mentioned in the notice.
15. The applied quotationer who qualify in the technical bid will be taken for consideration of financial bid.
16. The quotationer / bidders need to deposit **Earnest Money Deposit (EMD) money of Rs.5,000/- (Five Thousand Only)** refundable (without interest) should be accompanied with the Technical Bid in shape of Demand Draft payable **in favor of "District Skill Development-cum-Employment Officer, Jharsuguda"** Payable at **SBI Main Branch, Jharsuguda** failing which the Tender shall be rejected summarily.

  
17.2.25

17. The tender should reach within the stipulated time mentioned on the notice, beyond which the tender will not be entertained.
18. The applied quotationer must not be a defaulter of any statutory dues as per the provision.
19. In the event of any dispute, the matter shall be settled within the jurisdiction of Jharsuguda.
20. The quotationer/Tenderer should submit Tender application form along with the declaration for abiding the term and conditions prescribed.
21. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

  
**District Skill Development  
cum-Employment Officer,  
District Skill Development  
Jharsuguda  
cum-Employment officer  
Jharsuguda**

**TENT AND ALLIED WORKS SPECIFICATION FOR THE DISTRICT LEVEL MEGA JOB FARE 2024-25 SCHEDULED TO BE HELD TENTATIVELY ON SECOND WEEK OF MARCH 2025 AT \*\*\* (to be decided at the Preparatory meeting which is scheduled to be held on 24.02.2025)**

For the District Level Mega Job Fare 2024-25 to be held at \*\*\* **(to be decided at the Preparatory meeting which is scheduled to be held on 24.02.2025)**

The details of stall specification per event is below: -

**A. Erection of stalls: -**

Sl. No.	Particulars	Specification of works	Quantity Required for Ground Preparation
1	Structure for stall with palo, Ceiling & Wall	Bambo (3 to 6") & cloth (with anti-fire chemical treatment) structure size of each stall 10ft x10ft x 9ft). Three sides including partitions wall of stall will be covered with cloth. All new cloth to be used. This apart shed in front of each stall of 10ft breadth having palo covered with ceiling for free movement under the shed around the stalls. carpet cover/dari in each stall	50 Nos
2	Electric Fitting	To specific stalls electric plug points, lights and fans to be fitted	50 Nos
3	Numbering of Stalls	All stalls should be numbered	As required
4	Open-shed structure	Cloth ceiling with palo erected by bamboo structure 50ft x 40ft in front of the stage	As required
5	Ground carpet/dari	Ground covering by dari/ carpet under the open shed total area -2000 sqft (Approx)	As required
6	Stage	20ft x 15ft x 10ft ceiling with along with carpet coverage with sufficient Flower Decoration ,10-15 cushion chair on stage and one podium with mike	As required

  
17.2.2025

**B. Gates: -**

Sl. No.	Particulars	Work Specification	Quantity Required
1	Structure	Bamboo structure 15 ft height x 20 ft width with flower decoration	01

**C. Generator & Sound System: -** Generator set with required fuel shall be supplied by the tenderer/quotationer for the entire day. One sound set with two mikes and 2 cord less microphone.

**D. Barricading: -**Front barricading on each Stall/Registration counter

**E. Miscellaneous: -**

Sl. No.	Items	Quantity/Specification
1	Dustbin	5 no's
2	Chair	700 + 20 cushion chairs
3	Table	50 no's plastic table for each stall/Registration counter + 05 tea poy style table at the stage
4	Pedestal Fan	04 no's

**N.B: - Item wise requirement is indicative only. The actual requirements may increase or decrease as per requirement and necessities according to the decision of the undersigned.**

  
District Skill Development  
Board Employment Officer,  
Jharsuguda  
Jharsuguda  
Employment officer  
Jharsuguda





**DECLARATION**

I am willing to abide by the terms & conditions laid down above. In case of any lapse on my part which may affect the performance of the Job or the quality of food (if provided) is found substandard or the service of response is found poor, proportionate value may be deducted from my bill as may be deemed proper by the work assessment committee.

**Place:**

**Full signature of the Quotationer**

**Date: -**

**(with seal)**