



DHARANIDHAR UNIVERSITY
Keonjhar-758001

L.N. 598

18.02.2024

SHORT TENDER CALL QUOTATION NOTICE FOR EVENT MANAGEMENT

Sealed Quotations from registered firms/authorized suppliers/ dealers having IT, PAN and up-to-date experience of event management are invited for organizing **Inaugural Ceremony of South Campus and a National Conference at Dharanidhar University (north campus)** to be held on **29 February 2024**, in their firm's pad by Speed Post/ Registered Post which should reach the office of the Registrar, Dharanidhar University on or before 26.02.2024, 3 P.M.

The details on specifications, terms & conditions of the event management can be obtained from the University Website www.ddu.nic.in from 19.02.2024


REGISTRAR
DHARANIDHAR UNIVERSITY

Memo No-. 1 / 598 (a) /2024

Copy to:

1. The Comptroller of Finance/ The O.I.C, Stores// The Officer-in-Charge, Vice-Chancellor Secretariat// The P.A. to Registrar, Dharanidhar University for information.
2. The Deputy Registrar, Dharanidhar University for information with a request to take steps for publication of Quotation Call Notice in daily Odia Newspaper *The Samaj* in All Odisha Edition in one issue only in 8 Pt letter at I & PR Department Government of Odisha on or before 20.02.2024.
3. The Web Administrator. University Website. Dept. of Computer Science, Dharanidhar University with a request to upload the Quotation Call Notice along with enclosures in the University Website on or before 20.02.2024 for information of all concerned.
4. University Notice Board.


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Terms/ Conditions Details:

1. An amount (Non-refundable) of Rs.2,000/- towards cost of RFP (Request for proposal) be deposited in the shape of DD drawn in favour of the Registrar, Dharanidhar University (payable at UCO Bank, Keonjhar).
2. Deposit of EMD @2% (Refundable) of the estimated value of the goods in the shape of DD drawn in favour of the Registrar, Dharanidhar University payable at UCO Bank.
3. The firm shall quote both the Technical Bid consisting of all technical details along with commercial terms & conditions and Financial Bid indicating item-wise price per unit as per our specification including all taxes. Transportation and installation. Technical bid and Financial Bid should be placed in separate sealed covers duly superscribed each and send the same in a sealed cover superscribed with the Quotation Call Notice through **Speed Post /Registered Post** only. Technical bid shall be opened on the same day at 4:00 P.M.
4. The bidders will have to make presentation for the Event Management on 26.2.2024 afternoon. The technical bid shall be evaluated on the basis of the presentation and other requirement as per advertisement.
5. The Financial Bids of qualified firms shall be opened after valuation of the Technical Bids and presentation of the bidders.
6. These quotations shall remain in force for six months from the date of notification.
7. The firm should complete all the necessary arrangement on or before 28 February 2024 (midnight).
8. Copy of IT of previous three financial years, PAN CARD, valid & up-to-date GST Registration Certificate and Audited Financial Statement of previous three financial years must be enclosed with Quotation/ Tender paper.
9. Quotation/ Tender, incomplete in any respect, is liable for rejection.
10. The University reserves all the rights to modify the contents of the RFP, extension of last date of receipt of Quotation and to accept or reject any /all Quotation in full or in part without assigning any reason thereof.
11. Legal Dispute, if any, shall be within the Jurisdiction of Civil Court, Keonjhar, District- Keonjhar, Odisha.
12. Depending on the urgency of the situation, penalty shall be imposed in case of delay in delivery of goods and services.
13. Payment shall be made after necessary verification and successful installation of the equipment. Goods and Service providers cannot claim any penalty or interest in case of delay in Payment caused due to verification of the quality and quantity of the Goods by the competent technical person of the University.
14. Any query relating to the Event Management, please contact the undersigned.


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Requirement of Items for Inauguration of South Campus and organizing National conference at North Campus on 29 February, 2024

Sl.No.	Item	Detailed Specification
1	Videography	Full function coverage with one DVD
2	Photography	100 photographs in 1 Album for documentation
3	Gate inside the Main gate(north campus) and decoration of the south campus gate	Decorated gate with flex banner
4	Stage	Both side walling, ceiling, red carpet from the gate to stage, blue carpeting on the stage, big flex w. Stand, site coverage, stage chairs, ceiling and walling on the sides of seating space for audience, chairs for audience, VIP chairs in the front rows.
5	Flower Decoration	Stage and gate at the north campus and gate and academic building at the south campus
6	Flower Bouquets	6
7	Garland	For Biplabi Dharanidhar Statue (04) For Gopabandhu statue (01) For Mahatma Gandhi statue (01)
8	Drinking Water Bottle	02 cartons (of 500 ml) for dais
9	Drinking water for audience	Water jar with disposable paper glasses
10	Sound and Light	Full function coverage
11	Generator Set	Near the stage (minimum back up of 4 hours)
12	Preparation of Badges	For guests on the dais and student volunteers
15	Refreshment for VIPs/Guests	To be served before the inaugural at the north campus
16	Souvenir kit for Media Persons	@ Rs.100x50 nos.


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