

UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004

No Store/SCT/158 (Part)/

10566

/2023

Dated:- 13.11.2023

TENDER CALL NOTICE

Sealed Tender call notice are invited from the intending firms for arrangement of Tent, Light, Sound System, Generator, Flower Decoration, Still photography and Video graph during observance of the 81st Foundation Day of the University to be held at 11 A.M. on 27/11/2023 in M.K.C.G Auditorium. The details of specifications of works to be undertaken, terms and conditions etc. are reflected in the technical bid of the Tender Paper hosted in University websites www.utkaluniversity.nic.in. Intending bidders after going through the specifications may submit the bid duly filled in along with all the required documents by 3 p.m. on 22.11.2023 and the bids will be opened and decided by the designated Committee in presence of the bidders or their authorized representatives at 5 p.m. on the same day for selection of the bidder.

The bidders are required to submit their Technical Bid and Financial Bid in separate sealed covers superscribing as Technical Bid & Financial Bid and both the packets in another sealed cover superscribing as "Tender for Selection of Bidder for execution of works in connection with 81st Foundation Day on 27.11.2023."

The bids can be sent through Registered Post/Speed Post only so that the same reach the Registrar, Utkal University not later than 3 p.m. of 20.11.2023. Bids received beyond the prescribed time and date shall be summarily rejected. Financial bids of the shortlisted agencies which are found eligible as per the prescribed criteria for the technical bid will be opened for evaluation.

The authority reserves the right to cancel the entire tender process or part thereof without assigning any reason thereof.

Following terms and conditions should be followed at the time of furnishing the quotation.

1. The quotation shall be accompanied by E.M.D. @10% of the Estimated cost in the shape of B.D. /B.C. only to be duly pledged in favor of Comptroller of Finance.
2. Copy up-to GST Vat/Service Tax clearance Certificate should be attached with the application.
3. The parties may visit the venue physically before quoting their price in the tender paper.
4. The authorized staff of the Agency should be present from the beginning to the end of the Programme in order to solve the problems, if occurred, relating to their work, during event.
5. The University authorities reserve the right to accept or reject any or all quotations without assigning any reason thereof.
6. Dispute, if any arises will be settled in the Bhubaneswar Court only.


Registrar
13/11/2023
Utkal University

Name Of The Work With Specification

SL NO	ITEM	QUANTITY	DAYS	Amount
1.	VIP sofa set with Tea poy	10	1	
2.	Red Carpet	As per requirement	1	
3.	Mini Box Gate With Flex/Flower	01	1	
4.	Deepa Stand	01	1	
5.	Cloth Walling Out Side Area	As per requirement	1	
6.	DG (250 KVA)	01	1	
8.	Soundless Fan	4	1	
9.	Building Light Decoration, Illumination of Administrative Building Old & New, Students Union office, Parija Library Auditorium & Main Gate to Administrative Building both side, Sound System inside the Auditorium and Stage back drop.		1	
10.	Flower Decoration: Flower decoration of the stage, Gate ,7 Nos of Big Garlands (Gajara haara)20 nos of small Garlands as per requirement		1	
11.	Flower Bouquets	As per requirement	1	
12.	Flex	As per requirement	1	

TECHNICAL BID

Documents required to be submitted along with Technical Bid.

1. Demand Draft of Rs. 1,000/- only drawn on any Nationalised Bank/Scheduled Bank in favour of Comptroller of Finance, U.U payable at State Bank of India , U.U Campus Branch V.V Bhubaneswar towards cost of Tender Paper. This amount is Non-Refundable.
2. EMD of Rs. 50,000/- (Rs. Fifty Thousand) only in shape of Demand Draft drawn on any Nationalised Bank/Scheduled Bank in favour of Comptroller of Finance, U.U payable at State Bank of India, U.U Campus Branch V.V Bhubaneswar. EMD of unsuccessful bidders shall be refunded upon finalization of the tender process.
3. Self attested copy of GST registration certificate with GSTIN and up-to-date GST return copies for F.Y. 2022-23.
4. Self-attested copy of PAN Card.
5. Bidders are required to undertake all the works as detailed in the **'name of the work with specifications'** and hence quote rates for each item in the tender paper as per the specification and also a comprehensive rate structure for each item may be given separately for future requirement.

Non-submission of any of the documents as mentioned above will render the bid to be summarily rejected.

DECLARATION

I do hereby declare that the documents submitted in respect of the information referred to above are true to the best of my knowledge and belief and also do undertake that if at any time the documents are found to be forged I shall be held responsible.

Signature of the bidder