

VANI VIHAR, BHUBANESWAR-751004

No Store/SCT/10/

2680

/2025

Dated:- 24.03.2025

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 54th Convocation of the Utkal University. 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.ac.in**. Intending bidders after going through the specifications may submit the bid duly filled in along with all the required documents by 3.00 P.M. on 03.04.2025 and the bids will be opened and decided by the designated Committee in presence of the bidders or their authorized representatives at 4.00 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 54th Convocation of the Utkal University".

The bids can be sent through Registered Post/Speed Post only so that the same reach the Registrar, Utkal University not later than 3.00 P.M. of 03.04.2025. 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. Rs.50,000/- (Rupees fifty thousand) only in the shape of B.D. /B.C. only to be duly pledged in favor of Comptroller of Finance.
2. Copy of GST and Income Tax 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
Utkal University

Name Of The Work With Specification

(A)STAGE

Sl. No.	Name of the Items	Unit	QUANTITY (Approximately)	Rate per each unit	Amount
1	2	3	4	5	6
1.	Cloth Ceiling (Stage)	Sq.ft.	As per requirement		
2.	Cloth Ceiling (Pental)	Sq.ft.	As per requirement		
3.	Side Cloth Walling (Pental)	Sq.ft.	As per requirement		
4.	Boundary cloth walling	Sq.ft.	As per requirement		
5.	Stage cloth walling	Sq.ft.	As per requirement		
6.	Box Type Gate (In front of Convocation Pental and Back gate near RRL)	Nos.	03		
7.	Plastic Chair with (Without Arm)	Nos.	As per requirement		
8.	Chair for stage with Curodian and Handle (Supreme)	Nos.	As per requirement		
9.	Sofa (Single)	Nos.	As per requirement		
10.	Sofa (Double)	Nos.	As per requirement		
11.	Red Mat at Convocation Pental	Sq.ft.	As per requirement		
12.	Synthetic Carpet for Convocation, Stage and connective road	Sq.ft.	As per requirement		
13.	Provisions of Fire Extinguisher as per specification of Fire Deptt.		As per requirement		
14.	Stage Back side seating	Sq.ft.	As per requirement		
15.	Background Flex	Sq.ft.	As per requirement		
16.	Flex as per require	Sq.ft.	As per requirement		

(B)LIGHT WORKS

1.	Halogen (LED)	Nos.	As per requirement		
2.	Halogen LED – 100 Wt.	Nos.	As per requirement		
3.	Light arrangement power back-up (Administrative building (New & Old), Parija Library, Convocation Hall, Health Centre, P. G. Council	Nos.	As per requirement		
4.	Generator (as per load) in all side	Nos.	As per requirement		
5.	Air Condition & Cooler on the stage	Nos.	As per requirement		

(C) SOUND SYSTEM FO MEETING

1.	Sound Box	Nos.	As per requirement		
2.	Horn Unit	Nos.	As per requirement		
3.	Microphone	Nos.	As per requirement		
4.	Amplifier 1000 Wt.	Nos.	As per requirement		
5.	Sound Mixture	Nos.	As per requirement		
6.	Sound System	Nos.	As per requirement		

(D) FLOWER DECORATION

1.	Main gate garland, statues of goddess Saraswati, Fakir Mohan, Upendra Bhanja, Godabarisha Mishra, P.K. Parija, M.K. Gandhi – 4ft. long	Nos.	15000 Nos. (Approx)		
2.	Special Garland – 4ft long	Nos.	200 Nos. (Approx.)		
3.	Stage Garland – 4ft. long	Nos.	1500 Nos. (Approx.)		
4.	Convocation Garland – 4ft. long	Nos.	500 Nos.		
5.	Bouquet	Nos.	As per requirement		

(E) MAN POWER

1.	Adequate manpower to be provided at the Dias, Robing Room, Pandal and Convocation Hall.	Nos.			
----	---	------	--	--	--


2/13/25

TECHNICAL BID

Documents required to be submitted along with Technical Bid.

1. Demand Draft of Rs.1,180/- (Rupees one thousand one hundred eighty) only including GST 18% 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/- (Rupees fifty thousand) only in shape of Demand Draft drawn on any Nationalized 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 GSTN.
4. Self-attested copy of PAN Card.
5. Self-attested copies of IT return for the last 3 years (up to A.Y. 2024-2025).
6. Self-attested copies of the work orders confirming as proof of execution of similar nature of works not less than Rs.25 lakh as a single bid for last three consecutive years.
7. Audited statement of accounts (Balance sheet and Profit & Loss account) of the Firm for similar nature of business showing turnover not less than Rs.50 lakh each year for last 3 financial years.
8. 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