UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004.

No. Store/SCT/158 (Part)/ 13013 **/2026,** **Dated:** 04.11.26

TENDER CALL NOTICE

Sealed Tender call notice are invited from the intending firms for arrangement of Tent, Light, Sound System, Generator, Flower Decoration, Photography and Videography during observance of the **84th Foundation Day** of the University to be held on 27.11.2026 in the Convocation Hall of 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 **1.30 P.M.** on ...19.11.26... and the bids will be opened and decided by the designated Committee in presence of the bidders or their authorized representatives at **4.30 P.M.** on the same day for selection of the bidder.

The bidders shall deposit Rs.1,000/- (Rupees one thousand) only + (GST @ 18%) amounting to **Rs.1,180/- (Rupees one thousand one hundred eighty) only** towards the cost of tender paper and EMD **Rs.50,000/- (Rupees fifty thousand) only** in shape of B.D./B.C. payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, Bhubaneswar in favour of the **Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar - 4** along with the tender paper.

The bidders are required to submit their Technical Bid and Financial Bid in separate sealed covers super-scribing as Technical Bid & Financial Bid and both the packets in another sealed cover super-scribing as **"Tender for Selection of Bidder for execution of works in connection with 84th Foundation Day on 27.11.2026"**.

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.

Sd/-
3.11.26
Registrar
Utkal University

FINANCIAL BID

Name of the work with Specification

Sl. No.	ITEM	QUANTITY	DAYS	Amount
1.	VIP Road Cross Box Gate	Per Sq.ft.	1	
2.	Main Box Gate	Per Sq.ft.	1	
3.	Flex Hording	Per Sq.ft.	1	
4.	Standee	per Unit	1	
5.	Passage for Administrative building to Convocation Hall	Per Sq.ft.	1	
6.	Walling	Per Sq.ft.	1	
7.	Synthetic Carpet for Stage & other area	Per Sq.ft.	1	
8.	VIP Guest Chair for stage	per Unit	1	
9.	Glass Teapoy	per Unit	1	
10.	Steel Teapoy	per Unit	1	
11.	Steel Cushion Chair (Banquet)	per Unit	1	
12.	Steel Chair with cover	per Unit	1	
13.	VIP Double Sofa	per Unit	1	
14.	Plastic Chair	per Unit	1	
15.	Dining Table	per Unit	1	
16.	Building Light Decoration Administrative Building (Old & New), Parija Library, Convocation Hall, From Main Gate to Administrative Building both side, Administrative Building to Stadium Gate	LS	1	
17.	Flower Decoration Convocation Hall, Stage & Gate, Main Gate, Box gate, Administrative Building, Lobby, 7 Nos. of Big Garlands (Gajara haara) 20 Nos. of small Garlands	LS	1	
18.	Lilly Flower Bouquets	Per Pc. rate	1	
19.	Flower Bouquets	Per Pc. rate	1	
20.	DG (500 KVA)	Per Day	1	
21.	DG (250 KVA)	Per Day	1	
22.	Diesel	Per Liter		
23.	Sound system for Meeting	Per Day	1	
24.	Air Condition	Per Unit	1	

TECHNICAL BID

Documents required to be submitted along with Technical Bid.

1. B.D. / B.C. 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, Utkal University** payable at State Bank of India , Utkal University Campus Branch, Vani Vihar, Bhubaneswar towards cost of Tender Paper. This amount is Non-Refundable.

2. EMD of **Rs.50,000/- (Rupees fifty thousand) only** in shape of B.D./B.C. drawn on any Nationalized Bank/Scheduled Bank in favour of **Comptroller of Finance, Utkal University** payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, 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. 2025-2026).

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