



ଜିଲ୍ଲା ଦକ୍ଷତା ବିକାଶ  
ଓଡ଼ିଆ ନିୟୋଜନ କାର୍ଯ୍ୟାଳୟ, ରାୟଗଡ଼ା  
DISTRICT SKILL DEVELOPMENT  
& EMPLOYMENT OFFICE,  
RAYAGADA

At- Collectorate Campus, Rayagada-765001  
E-mail: [deex\\_rayagada@yahoo.in](mailto:deex_rayagada@yahoo.in)

No. 524 /DSDEO, Rayagada

Date. 22 / 01 /2025

**QUOTATION CALL NOTICE**

Sealed quotation are invited from potential suppliers, tent houses and electrical decorators to take up the below detailed electrical illumination and stall erection works for **Mega JOB FAIR-2024-25 on Dated 6<sup>TH</sup> February 2025 at G.C.D High School Play Ground, Rayagada**

**SCOPE OF WORK**

1) **70 stalls of 8 x 10 ft. size including all fittings and fixing of materials, labour and transportation, loading and unloading etc.,**

Sl. No.	PARTICULARS	SPECIFICATIONS
1	Structure	GI /Bamboo structure of stalls with proper cloth wrapping for Employers, PIAs, Registration counter, police, fire, medical etc as desired by the Tender Committee. Size of each stall - 8' X 10' with light, fan, chair, table and proper roof shading.
2	Flooring	Full Floor dust Coir/Net Matting
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(ALL NEW COTTON CLOTHES MAXIMUM OF TWO COLOURS TO BE USED)</b>
4	Videography	The whole program will be recorded with good quality videography and steel photography
6	Electric Fittings	Tube Light - 2 no. in Each Stall
7	Ceiling Fans	One ceiling fan in each stall
7	Numbering of Stall	All stalls should be numbered with stencil & paint.

## 2) Construction of one Stage

Sl. No.	Particulars	Work Specifications
A	<b>Structure</b>	GI/Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour.
B	<b>Size</b>	20 ft X 18 ft.
C	<b>Ceiling &amp; Wall</b>	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to be used as office/waiting space/VIP lounge etc
E	<b>Flooring</b>	Wooden plank platform of appropriate height & full Floor synthetic Matting.
F	<b>Furniture</b>	Counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 2 sets of Dunlop sofa set for VVIPs (for 6 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs & Plastic chairs for participants about 1000nos,
G	<b>Electric Fittings</b>	Back LED Screen of appropriate size (specifically 10X6) Tube Light – 10no. , Ceiling Fan – 4 no., 2 no of sound less pedestal fan, 1 white Mercury light (100 watt)
H	<b>Sound System</b>	One audio DVD/CD player and Two Microphones with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
J	<b>Flower Decoration</b>	Flower Vase with Sufficient Live flower decoration

### 3. Construction of Cloth Sealing Samina.

**The size of the Cloth sealing Samina is (120' X 170')**

The sealing will be covered with colour mixed cloth. The sealing will be erected step by step, the centre Height shall be around 18 Feet.

**(ALL NEW CLOUR COMBINATION COTTON CLOTHES TO BE USED)**

### 4. The whole Floor shall be covered with dust coir/net matting .

5. The firm will have to supply minimum 1000 (one thousand) chairs, if necessary more chairs may be needed during the programme.

6. The firm may also fix for bamboo/steel barricading of 5 feet height with three rows horizontal runners including all labour as per the requirement.

7. The firm will also draw the electrical wiring to all the stalls and areas for general illumination and plug points where ever necessary.

### 8. PROVISION OF APPLIANCES, FITTING & MAINTENANCE:

- High Max lights of 400 watts each in different places of the entire area
- High Max lights raised on towers in different places to cover the entire ground.
- Stand by generators (10 K.W) carrying the whole Job Fair area.

9. **PROVISION OF ERECTION OF Different types of Gates for JOB FAIR**

- Construction of one Job Fair Box Type Gate.
- Construction of Main/Welcome Job Fair Gate.

10. The firm shall supply one no of **Inauguration Rukha** for lighting the lamp for the Job Fair. Further, the quotation must submit the sample photographs of different models / Structure, Main Gate and Stage (Pandal) for job fair.

**Although the Electricity charges will be paid by the firm as actual-**

- Contractor test certificate, provision of service cable, main switchboard, necessary earthing will be provided by the Electrical Contractors.
- Drawing of Electrical wiring to all required stalls and areas for general illumination and plug points to be provided in about 70 stalls.

The Job Fair will be held on 6<sup>TH</sup> FEBRUARY, 2025 and the firms taking up the work will have to start the work early, so that completed stalls along with lights will be handed over on 5<sup>th</sup> FEBRUARY, 2025 at 3.00 P.M

Payment will be made only after successful completion of the work. No request for advance will be entertained.

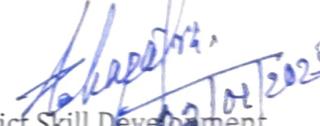
The above-described work may be modified during execution if felt necessary and the firm should be accommodative to these minor changes. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the tender without giving any reason thereof.

The sealed quotations may be submitted to the **District Skill Development cum Employment Officer, Rayagada** with total estimated rates should be mentioned in the quotation (format enclosed). The maximum quoted rate should be within Rs 2,45,000 /- (Rupees Two Lacks Forty Five Thousand)only. The quotations should be submitted latest by **01.02.2025 at 1.00PM** District Skill Development cum Employment Office, Rayagada and the same will be opened **Date.01.02.2025, at 03.00 P.M** before the quotationers or their representatives in the Office Chamber of Additional District Magistrate, Rayagada.



## TERMS AND CONDITIONS

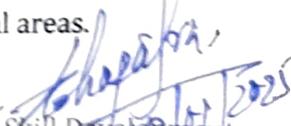
1. The works may be modified during Job Fair-2025 if felt necessary and the firm should be accommodative to these minor changes.
2. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the tender without giving any reason thereof.
3. The sealed quotations may be submitted in the prescribed Performa to the District Employment Officer, Rayagada or the quotation shall be rejected outright. Item wise and total estimated rates should be mentioned in the quotation (Format- enclosed). The quotations should be submitted **latest by 01.02.2025 (1.00 PM)** and will be opened in the Office Additional District Magistrate, Rayagada **on 01.02.2025 at 3.00 PM**.
4. All firms participating in the tender will produce certificate either from Government / Government undertaking as a proof to show that they have taken up work of at least Rs.2,00,000/- and above during previous three financial years and having 5 years experience.
5. All firms participating in the tender will deposit an E.M.D of **Rs. 1000/-** in shape of account payee **Demand Draft in favour of District Skill Development cum Employment Officer, Rayagada**.
6. The work assigned to the firm should be done as per the above specification and should cover all aspects of the Job Fair.
7. The work should be completed within the time frame.
8. The price offered by the firm should include all taxes especially GST and GST number of the firm should be produced with the tender documents and bill should be produced accordingly. However, the TDS will be deducted from the bill amount and deposited with the concerned authority.
9. In case of any unsatisfactory work, delay in executive of work in any respect the EMD amount will be forfeited as per the decision of the authority.
10. The Tender papers without EMD shall not be accepted.
11. The rates offered by the firms should be valid till completion of the District Level Job Fair.

  
District Skill Development  
cum Employment Officer  
Rayagada

**Memo No 525 / DSDEO, Rayagada**

**Date: 22 / 01 / 2025**

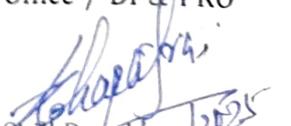
Copy to all Material Suppliers & Tent Houses in Rayagada & peripheral areas.

  
District Skill Development  
cum Employment Officer  
Rayagada

**Memo No 526 / DSDEO, Rayagada**

**Date: 22 / 01 / 2025**

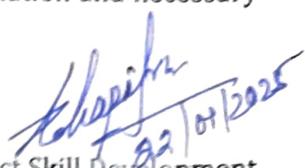
Copy to Notice Boards / Collectorate / DRDA Office / Sub-Collector Office / DI & PRO Office / E.E R & B / E.O, Rayagada Municipality.

  
District Skill Development  
cum Employment Officer  
Rayagada

**Memo No 527 / DSDEO, Rayagada**

**Date: 22 / 01 /2025**

Copy submitted to the DIO, NIC, Rayagada for favour of kind information and necessary tender publicity through District Portal.

  
22/01/2025  
District Skill Development  
cum Employment Officer  
Rayagada

**Memo No 528 / DSDEO, Rayagada**

**Date: 22 / 01 /2025**

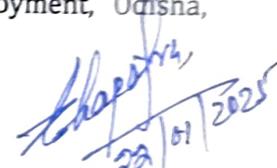
Copy submitted to the Collector & District Magistrate, Rayagada for favour of kind information.

  
22/01/2025  
District Skill Development  
cum Employment Officer  
Rayagada

**Memo No 529 / DSDEO, Rayagada**

**Date: 22 / 01 /2025**

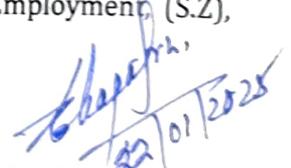
Copy submitted to the Director of Skill Development cum Employment, Odisha, Bhubaneswar for favour of kind information.

  
22/01/2025  
District Skill Development  
cum Employment Officer  
Rayagada

**Memo No 530 / DSDEO, Rayagada**

**Date: 22 / 01 /2025**

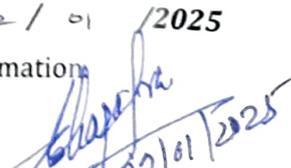
Copy submitted to the Dy. Director of Skill Development cum of Employment (S.Z), Berhampur, Ganjam for favour of kind information.

  
22/01/2025  
District Skill Development  
cum Employment Officer  
Rayagada

**Memo No 531 / DSDEO, Rayagada**

**Date: 22 / 01 /2025**

Copy submitted to the Sub-Collector, Rayagada for favour of kind information.

  
22/01/2025  
District Skill Development  
cum Employment Officer  
Rayagada

**PROFORMA FOR JOB FAIR 2024-25**

01. Name of the Supplier :
02. Address :
03. Pan No. :
04. Total years of Experience :
05. Proof of Past Experience : YES NO  
(if YES, attach the relevant document)
06. EMD of Rs.1,000/- : DD No. Date:
07. Quoted Rate (in Rupees) :
08. GST Number :

**Signature**