

BERHAMPUR UNIVERSITY
BHANJA BIHAR: BERHAMPUR -760007 ODISHA

No. 486 /Purchase

Date 19/1/18

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from the Authorized Firms having IT, PAN and up-to-date GST clearance certificate for Event Management.

The sealed quotations accompanied with valid authorization certificate and EMD of Rs.1,000/- (One Thousand) only in shape of SBI DD drawn in favour of the Comptroller of Finance, B.U. payable at SBI, Bhanja Bihar (2107) should reach **The Registrar, Berhampur University** by speed post / Registered post on or before **27.01.2018** and the quotations will be opened on the same day at **04.00 P.M.** Incomplete quotation or quotation received after due date and time will not be considered.

Further details regarding terms and conditions, Specification of the above mentioned item can be obtained from the website www.buodisha.edu.in or from the Officer-in-Charge, Purchase, Berhampur University, on any working day during the office hours.

19.1.2018
REGISTRAR

Terms/Conditions Details & Enclosures

1. Deposit of EMD Rs.1,000/- (One Thousand) only in shape of SBI DD drawn in favour of the Comptroller of Finance, B.U. payable at SBI, Bhanja Bihar (2107).
2. The firm shall quote the price per unit as per our specification and brand/make including all taxes, transportation, installation charges and shall be delivered at the Central Stores, Berhampur University, Bhanja Bihar, Berhampur-760007.
3. The firm should supply the articles within 10 (Ten) days from the date of issue of purchase order.
4. The firm shall submit the quotation in the firm's pad in a closed envelope which should be superscribed at the right top corner with the Quotation Call Notice Number and Date.
5. Copy of IT, PAN CARD and up-to-date GST clearance certificate along with dealership certificate of the products must be enclosed with quotation paper.
6. Quotation form incomplete in any respect is liable for rejection.
7. The University reserves all the rights to accept or reject any /all quotations in full or in part without assigning any reason thereof.

Memo No. 487 (13) Purchase

Date 19/1/18

Copy to:

1. The Comptroller of Finance// The O.I.C Stores// The Secretary to the V.C// P.A. to the Registrar, Berhampur University for information.
2. The Dy. Registrar, Berhampur University for information. He is requested to take steps for publication of Quotation Call Notice in daily Odia news paper "PRAMEYA" and in daily English news paper "NEW INDIA EXPRESS" in All Odisha Edition in one issue only in 8 pt letter at I & PR rate on or before **20.01.2018**.
3. Notice Board.
4. Five copies extra.
5. Dr. S.N. Tripathy, Web Administrator, University Web site, Dept. of Computer Science, Berhampur University with a request to upload the Quotation Call Notice with enclosures in the University Website for wider information of all concerned.

19.1.2018
REGISTRAR

EVENT MANAGEMENT

Sl. No.	Item	Detailed Specifications
1.	Flower Decoration	For Main Gate, Stage (Imported Flowers)
2.	Flower Bouquet	For Hon'ble Chancellor(1) For Chief Guest(1) For Guests (50)
3.	Flower Garland	For Bhanja Statue (2 Long size + 1 small size) Sadashiva Tripathy Statute (3 Small size) Biju Patnaik Statute(1 Long size)
4.	Iron Structure/ Carpeting/ Walling /Dais Arrangement etc.	Iron Structure for stage(Blue Colour), Stage carpeting (Blue Colour), Carpeting from entrance to stage(Red), Barricading, Walling, Arrangement for (03) VIP Rooms inside Auditorium, Dais Arrangement, Carpeting from stage to toilet, Sofa Set for Hon'ble Chancellor, Chief Guest and First Lady, VIP Chairs (Armless Chair (100) for dais), Sofa set for Honorary Degree recipients and VIPs on front row of Auditorium.
5.	Flex	Back Drop for stage and Entrance Gate.
6.	Stage Light & Sound	Inside Biju Patnaik Auditorium
7.	Vedio Graphy & Photography	(03) soft copies and Karishma album photography (2 sets)
8.	D.G. Sets	Guest House and Auditorium.
9.	Mineral Water	200 ml. X 1000
10.	Snacks	1000 packets(@30/-) each.
11.	Lunch	VVIPs at Guest House from Mayfair Hotel. (15 nos.)
12.	Podium	02 nos. For Biju Patnaik Auditorium
13.	Light Illumination	Administrative Block, P.G.Central Office and Biju Patnaik Auditoriums (2 nights on 05.2.2018 & 06.02.2018)
14.	Dressing table, Hanger, White Turkish Towel, Napkins	Auditorium (Dressing table) and University Guest House.
15.	Dry Food/ Fruits/ Water Bottle/ Room Freshener	University Guest House for (05) Rooms.
16.	Tray with Velvet Cloth cover	02 nos.

4/1/18

17.	Printing of Booklet	Containing minute to minute programme, speech of Chief Guest Hon'ble Chancellor etc. With 04 page multi colored cover page and 30 pages with A4 Black color pages-1000 Booklets
18.	Tea/Coffee/Frooti / Green Coconut	Tea or Coffee for Senate Hall(Robe Room)(100 nos.)/ Green Coconut for (Grace Room of Hon'ble Chancellor and Chief Guest)/ Frooti (100 nos) to be served at starting point of Convocation Pandal.
19.	Press Kit	Souvenir Kit containing (Pen, Writing Pad) preferably from Utkalika with printing of University Emblem with name(Text to be supplied by the Chief Coordinator).
20.	Lunch	<ol style="list-style-type: none"> 1. Non-Veg. Lunchfor 100 nos. At Sports Council Complex for Media Persons. 2. Lunch for Police Personnel's (Veg.) to be served at Bhanja Bihar Out Posts (200 Persons).
21	Bio toilet	To be installed inside the Auditoriums.

4/21

