



BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR-7, GANJAM, ODISHA-760007

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No.- 9673 /Purchase/BU/2022

Date: 17/11/2022

QUOTATION CALL NOTICE

Sealed Quotations from registered firms/authorized suppliers/ dealers having IT, PAN and up-to-date GSTN registration towards Event Management are invited for the 57th Foundation Day Function of Berhampur University to be held on 2nd January, 2023 in the firm's pad by **Speed Post/ Registered Post** which should reach the office of the **Registrar, Berhampur University** on or before **Dt-09.12.2022**.

The details on specifications, terms & conditions of the event management can be obtained from the University Website www.buodisha.edu.in from **Dt-18.11.2022**.


17/11/22
REGISTRAR

BERHAMPUR UNIVERSITY

P. Lakshmi

Memo No. 9674 (9) /Purchase/BU/2022

Date: 17/11/2022

Copy to:

1. The Comptroller of Finance// The O.I.C, Stores// The Secretary to the Vice-Chancellor// The P.A. to Registrar, Berhampur University for information.
2. The Assistant Registrar, Berhampur University for information with a request to take steps for publication of **Quotation Call Notice** in daily Odia Newspaper "**Sambad**" in All Odisha Edition and in daily English Newspaper "**New Indian Express**" in All Odisha Edition in one issue only in 8 Pt letter at I & PR Department, Government of Odisha **on or before Dt-19.11.2022**.
3. The Web Administrator, University Website, Dept. of Computer Science, Berhampur University with a request to upload the Quotation Call Notice along with enclosures in the University Website **on or before Dt-18.11.2022** for information of all concerned.
4. Officer-in-Charge, Welfare Section, Berhampur University for information with reference to letter no. 9348/welfare/BU/04.11.2022.
5. University Notice Board.


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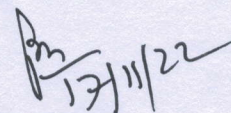
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Terms/ Conditions Details:

1. An amount (Non-refundable) of Rs.2,000/- towards cost of RFP (Request for proposal) be deposited in the shape of SBI DD drawn in favour of the Comptroller of Finance, B.U. payable at SBI, Bhanja Bihar (2107).
2. Deposit of EMD @2% (Refundable) of the estimated value of the goods in the shape of SBI DD drawn in favour of the Comptroller of Finance, B.U. payable at SBI, Bhanja Bihar (2107).
3. The firm shall quote both the Technical Bid consisting of all technical details along with commercial terms & condition and Financial Bid indicating item-wise price per unit as per our specification including all Taxes, Transportation and installation. Technical bid and Financial Bid should place in separate sealed covers duly superscribed each and send the same in a sealed cover super scribed with the Quotation Call Notice through **Speed Post /Registered Post** only. Technical bid shall be opened on the same day at 4:00 P.M.
4. The bidders will have to show presentation for the event management on 12.12.2022 in the Senate Hall, Berhampur University. The technical bid shall be evaluated on the basis of the presentation and other requirement as per advertisement. The Financial Bids of qualified firms shall be opened after evaluation of Technical Bid and presentation of the bidders.
5. These quotations shall remain in force for the Financial Year 2022-23.
6. Materials in good condition should be delivered at the Central Stores, Berhampur University, Bhanja Bihar, Berhampur-760007.
7. In case of imported articles, the selected firm will take necessary steps for exemption of Custom Duty etc. at its own risk.
8. The firm should supply the articles within three weeks from the date of issue of Work Order. This can be extended for further four weeks in view of the gravity of the situation.
9. Copy of IT of previous three financial years, PAN CARD, valid & up-to-date GST Registration Certificate and Audited Financial Statement of previous three financial years must be enclosed with Quotation/ Tender paper.
10. Quotation/ Tender, incomplete in any respect, is liable for rejection.
11. The University reserves all the rights to modify the contents of the RFP, extension of last date of receipt of Quotation and to accept or reject any /all Quotation in full or in part without assigning any reason thereof.
12. Legal Dispute, if any, shall be within the Jurisdiction of Civil Court, Berhampur, District- Ganjam, Odisha,
13. Depending on the urgency of the situation, penalty shall be imposed in case of delay in delivery of goods and services.
14. Payment shall be made after necessary verification and successful installation of the equipment. Goods and Service providers cannot claim any penalty or interest in case of delay in Payment caused due to verification of the quality and quantity of the Goods by the competent Technical person of the University.
15. Any query relating to the Event Management, please contact Officer-in-Charge, Purchase Section, Berhampur University via Mail ID: oiqpurhasebubam@gmail.com


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P. S. S. S.



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SL. No.	ITEM	DETAILED SPECIFICATIONS
1.	Videography	Full function coverage with one DVD
2.	Photography	100 Photographs and 1 Album with Karisma
3.	Gate near function Site	Decorated Gate with Flex Banner
4.	Stage	Both side walling, red carpet from auditorium gate to stage, blue carpeting on the stage, big flex in auditorium, site coverage, stage chairs, etc.
5.	Flower decoration	Stage and Gate
6.	Flower bouquets	01 nos. big size and 10 nos. small size
7.	Flower garland	<ul style="list-style-type: none">• For KSU Bhanja Statue (long size) 01 no.• For Sadashiva Tripathy Statue (small size) 01 no.• For Biju Patnaik Statue (long size) 01 no.
8.	Drinking water bottle	Two Cartoon of 500ml bottles for the Dias
9.	Drinking water for audience inside the Auditorium	Water Jars with Disposal Paper Glasses
10.	Sound and light	Full Function Coverage
11.	Generator set	In Auditorium (Minimum backup 3 Hours)
12.	Taxi for guests	Innova/ Dzire as per requirement
13.	Building lighting	Administrative Building and Biju Patnaik Auditorium
14.	Tiffin packets	700 nos. for the audience at the Auditorium
15.	Preparation of badges	For guests on dais and student volunteers
16.	Cultural programme	Odisi Group Dance & Melody with renowned Odia Playback Singer
17.	Souvenir kit for press/ media persons	60 nos. @ ₹100/-


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