



## BERHAMPUR UNIVERSITY

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

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No. 1496 /Purchase/BU/2023

Date 23/2/2023

### SHORT QUOTATION CALL NOTICE

Sealed Quotations from registered firms/authorized suppliers/ dealers having IT, PAN and up-to-date GSTN registration are invited towards **Event Management for organizing 24<sup>th</sup> Convocation of Berhampur University** in the firm's pad by **Speed Post/ Registered Post only** which should reach the office of the **Registrar, Berhampur University** on or before **Dt-02.03.2023**.

The specification details and terms & conditions of the **Event Management** can be obtained from the **University Website: [www.buodisha.edu.in](http://www.buodisha.edu.in)** from **Dt-24.02.2023**.

23.02.2023

REGISTRAR

BERHAMPUR UNIVERSITY  
REGISTRAR  
BERHAMPUR UNIVERSITY

Date 23/2/2023

Memo No. 1497 (8) /Purchase/BU/2023

Copy to:

1. The Comptroller of Finance// The Officer-in-Charge, Central 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 **Short Quotation Call Notice** in daily Odia Newspaper "**Samaj**" in All Odisha Edition and in daily English Newspaper "**Times of India**" in All Odisha Edition in one issue only in 8 Pt letter at I & PR Department Government of Odisha **on or before Dt-24.02.2023**.
3. The Web Administrator, University Website, Dept. of Computer Science, Berhampur University with a request to upload the **Short Quotation Call Notice along with enclosures** in the **University Website: [www.buodisha.edu.in](http://www.buodisha.edu.in)** **on or before Dt-24.02.2023** for information of all concerned.
4. Officer-in-Charge, Welfare Section, Berhampur University for information with reference to letter no. 1411/Welfare/BU/23.02.2023.
5. University Notice Board.

23.02.2023

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### Terms/ Conditions Details:

1. An amount (Non-refundable) of ₹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, Berhampur University payable at **State Bank of India, Bhanjabihar (2107)**.
2. Deposit of **EMD @2% (Refundable)** of the estimated value of the goods in the shape of Demand Draft drawn in favour of the **Comptroller of Finance, Berhampur University payable at State Bank of India, Bhanjabihar (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 super scribed each and send the same in a sealed cover super scribed with the '**Short Quotation Call Notice**' through **Speed Post / Registered Post** only addressed to '**Registrar, Berhampur University, Bhanjabihar, Berhampur-07, Dist- Ganjam, Odisha-760007**'. Technical bid shall be opened on the same day at **4:00 P.M.**
4. The bidders will have to make presentation for organizing the event on the date intimated (after opening of the technical bids) in the 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 only 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, Bhanjabihar, 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 10 days from the date of issue of Purchase/ Supply Order.
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, Dist.- 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: [skp.mba@buodisha.edu.in](mailto:skp.mba@buodisha.edu.in) .

  
23-02-2023  
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### DETAIL SPECIFICATION OF EVENET MANAGEMENT

Sl. No.	Item	Detailed Specifications
1.	Flower Decoration	For Main Gate and Stage
2.	Flower Bouquet	For Hon'ble Chancellor (2 nos.) For Chief Guest For Guests (20 nos.)
3.	Flower Garland	For Bhanja Statue (03 Long Size and 01 Small Size) For Sadashiva Tripathy Statue (03 Small size) For Biju Patnaik Statue (01 Long Size)
4.	Iron Structure/ Carpeting/ Walling/ Dias Arrangement etc.	Iron Structure for Stage (Red Colour) Stage Carpeting (Red Colour) Carpeting from entrance to stage (Red), Barricading, Walling arrangement for (03) VIP Rooms inside Auditorium. Dias Arrangement Carpeting from stage to toilet, Sofa Set for Hon'ble Chancellor. Chief Guest and First Lady, VLP Chairs (Armless 100 nos. for Dias covering with white clothes and V.I.P.'s on front row of Auditorium.
5.	Flex	Back Drop for Stage and Entrance Gate.
6.	Stage Light and Sound	Inside Biju Patnaik Auditorium.
7.	Videography and Photography	<ul style="list-style-type: none"><li>• Two soft copy of Videography.</li><li>• Karishma Album Photography (2 sets).</li></ul>
8.	LED Screen	<ul style="list-style-type: none"><li>• For Audience- 10 feet height * 20 feet width (P2 quality).</li><li>• For Stage LED Monitor- 04 feet height * 06 feet width.</li></ul>
9.	D.G. Sets	Guest House and Auditorium.
10.	Mineral Water	To be served in disposable paper cups for 1000 nos. of People
11.	Snacks	700 Packets @₹30/- each
12.	Lunch for Audience	For 100 people approx. (VEG)
13.	Lunch for V.V.I.P.s	V.V.I.P.s at Guest House (15 nos.).
14.	Light Illumination	Administrative Block, P.G. Central Office and Biju Patnaik Auditorium (2 Nights).
15.	Printing Booklet Tea/ Coffee/ Fruity/ Green Coconut	Containing minutes to minute programme, Speech of Chief Guest Hon'ble Chancellor etc. with four page multi coloured cover page and 30 pages with A4 Black colour pages- 200 booklets. Tea or Coffee for Senate Hall (Robe Room) - 100 nos./ Green Coconut for grace room of Hon'ble Chancellor and Chief Guest/ Fruity (100 nos.) to be served at the starting point of convocation Pandal.

23.02.2023  
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