



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

No.- 11674 /Purchase/BU/2023


Date: 01.12.2023

**QUOTATION CALL NOTICE FOR EVENT MANAGEMENT**

Scaled Quotations from registered firms/authorized suppliers/ dealers having IT, PAN and up-to-date GSTIN registration, having experience of event management are invited for organizing the event of 58<sup>th</sup> Foundation Day Function of Berhampur University to be held on 2<sup>nd</sup> January, 2024 in the firm's pad by Speed Post/ Registered Post which should reach the office of the Registrar, Berhampur University on or before Dt-16.12.2023.

The details on specifications, terms & conditions of the event management can be obtained from the University Website [www.buodisha.edu.in](http://www.buodisha.edu.in) from Dt-02.12.2022.

Memo No.- 11675<sup>(8)</sup> / Purchase/BU/2023

  
01.12.2023  
REGISTRAR  
BERHAMPUR UNIVERSITY  
Date: 01.12.2023

Copy to:

1. The Comptroller of Finance// The O.I.C, Stores// The Officer-in-Charge, Vice-Chancellor' Secretariat// The P.A. to Registrar, Berhampur University for information.
2. The Deputy Registrar, Berhampur University for information with a request to take steps for publication of Quotation Call Notice in daily Odia Newspaper "The Samaj" 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-02.12.2023.
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-02.12.2023 for information of all concerned.
4. Officer-in-Charge, Welfare, Berhampur University for information with reference to letter no. 11619/welfare/BU/2023 29.11.2023.
5. University Notice Board.

  
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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, Berhampur University 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, Berhampur University 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 for which the office will communicate the date and time. The technical bid shall be evaluated on the basis of the presentation and other requirement as per advertisement.
5. The Financial Bids of qualified firms shall be opened after evaluation of the Technical Bids and presentation of the bidders.
6. These quotations shall remain in force for the Financial Year 2023-24.
7. Materials (If any) in good condition should be delivered at the Central Stores, Berhampur University, Bhanja Bihar, Berhampur-760007.
8. In case of imported articles, the selected firm will take necessary steps for exemption of Custom Duty etc. at its own risk.
9. The firm should complete all the necessary arrangement on or before 1<sup>st</sup> January, 2024.
10. 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.
11. Quotation/ Tender, incomplete in any respect, is liable for rejection.
12. 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.
13. Legal Dispute, if any, shall be within the Jurisdiction of Civil Court, Berhampur, District- Ganjam, Odisha,
14. Depending on the urgency of the situation, penalty shall be imposed in case of delay in delivery of goods and services.
15. 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.
16. Any query relating to the Event Management, please contact Officer-in-Charge, Purchase Section, Berhampur University via Mail ID: [oiCPurhasebubam@gmail.com](mailto:oiCPurhasebubam@gmail.com) .

  
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Requirement of items for 58<sup>th</sup> Foundation Day to be held on 2<sup>nd</sup> January 2024

Sl. No.	Item	Detailed Specifications
1.	Videography	Full function coverage with one DVD
2.	Photography	100 photographs in 1 Album for documentation
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	One big, 10 medium size
7.	Flower Garland	For KSU Bhanja Statue ( Long Size 1) For Sadashiva Tripathy Statue (1 Small size) For Biju Patnaik Statue (1 Long Size)
8.	Drinking Water Bottle	Two cartoon for Dais(500 ml.)
9.	Drinking Water for Audience	Inside the Auditorium (Water Jar 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(Illumination)	Administrative Block, B.P Auditorium
14.	Preparation of Badges	For Guests on the Dais and Student Volunteers
15.	Veg. Lunch 700 nos.	For audience at B.P.Auditorium. Lunch shall be served at Sports Council, Berhampur University
16.	Lunch for VVIP/Guests	To be served in the University Guest House as per actuals.
17.	Souvenir Kit for Press/Media Persons	@ Rs. 100 x 60 nos.

28.11.2023  
 Registrar  
 28/11/23