



ଜିଲ୍ଲା ଦକ୍ଷତା ବିକାଶ ତଥା ନିଯୋଜନ କାର୍ଯ୍ୟାଳୟ, ଦେଙ୍କାନାଳ

DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE, DHENKANAL

Near Zilla Parishad Office, Mahisapat, Dhenkanal, Odisha-759001

Email ID : deo.dkl@rediffmail.com Phone No. (06762) 291060

No...1593../ DSDEO, DKL

Date: 23.12.2025.....

QUOTATION CALL NOTICE

Sealed Quotations are invited from firms/ decorators/ tent house/ individuals for installation of **stalls and other related activities** at the venue of **Job Fair** to be held at **Mini Stadium, Dhenkanal** on dated **13.01.2026**.

TERMS AND CONDITIONS:

1. The duration of the Job Fair will be for one day. All the desired works should be completed at least one day before the scheduled date of the job fair and should be handed over to the undersigned.
2. The Firm participating in the tender will produce certificate either from Government/ Govt. undertaking as a proof to show that it has taken up work of at least ₹2,00,000/- and above during previous three financial years and having 5 years experience.
3. The Tender should be submitted with an Earnest Money Deposit (EMD), refundable without interest, of ₹5,000/- in the shape of Demand Draft in favour of **District Skill Development-cum-Employment Officer, Dhenkanal**. The Tender Papers without EMD shall not be accepted.
4. The Quotationer should have **valid registered GSTIN number**. The price offered by the Quotationer Firm/agency should include all taxes especially GST. However, the TDS will be deducted from the bill amount and deposited with the concerned authority.
5. The sealed Quotation Paper, in the Prescribed Proforma signed by the Proprietor will be sent through **Registered/ Speed Post** only to the District Skill Development-cum-Employment Office, Dhenkanal, Near Zilla Parishad Office, Mahisapat, Dhenkanal, 759001. That should reach the undersigned on or before 02.01.2026 at 05:00 PM.
6. The Quotation will be opened on **03.01.2026 at 11:00 AM** in the chamber of **Additional District Magistrate, Dhenkanal, Dhenkanal**. The Quotationer or their representative may remain present at the time of opening of the quotation.
7. The work should be completed within the timeframe. In case of delay or negligence in commencement or completion of allotted work, the Security deposit EMD money will be forfeited as per the decision of the authority.

8. The work assigned to the firm should be done in the time frame. No Advance shall be paid to the firm before completion of work in full.
9. The work specifications mentioned below liable to be changed as per the actual requirement of the event.
10. Quotations which do not comply with the above conditions are to be rejected.

The following works will be required to be taken up:

- | | |
|--|--|
| 1. Erection of stalls | 2. Entrance Gate |
| 3. Exit Gate | 4. Stage |
| 5. 1 Generator 10KVA | 6. Public Address System |
| 7. Waiting space for candidates | 8. Display of information on the venue |
| 9. Space for refreshment of candidates | 10. Other required measures if any |

Work Specification:

- I. Erection of Stalls: Stalls (Approx. 80) will be erected in Job Fair, as per the requirement. The quotationer will quote their lowest possible price. The details of specifications for different activities are given below:

| Sl. No. | Particulars | Stall Specification |
|---------|----------------------|---|
| 1 | Structure | GI/Bamboo structure & two color cloth wrapping, Size – 8 ft x 8 ft with partition wall & fan, light, chair, table, and proper roof shading |
| 2 | Flooring | Full Floor Dust coir/ Net matting of the stall, stage, waiting space, etc. |
| 3 | Ceiling & Wall | Three sides including partition walls & Ceiling of stall will be covered with white cloth. Backside Outer wall will be covered with GI Sheets |
| 4 | Furniture | Rectangular table with covered white cotton cloth, Plastic molded chair (3 chairs per stall) |
| 5 | Preparation of Stall | All stalls should be prepared as per specification of Recruiter; flex or banner of recruiters & other required materials to be installed in the stall |

II. Gate

| Sl. No. | Particulars | Gate Specification |
|---------|----------------|---|
| 1 | Structure size | Width – 12 ft , Height – 10 ft Bamboo Structure Wooden Bottom Framing, Square & Box type structure |

- III. Waiting space should be well prepared for the job seekers with proper ceiling & other required accessories.
- IV. Generators: Generator sets with required fuel shall be provided by the Quotationers. The Quotationer should always be prepared for uninterrupted power supply for the fair.
- V. Stage: One stage will be decorated in the venue of Job Fair with sufficient space for guest with proper flooring. Overall Supervision of Cleaning, Sweeping & keeping ready of all equipment on stage is the complete responsibility of the agency.

| S. N. | Particulars | Stage Specification |
|-------|-------------------|---|
| 1 | Structure size | Size of the stage 20'x16' Bamboo/GI Structure |
| 2 | Flooring | Wooden plank platform of appropriate height & full floor synthetic matting. |
| 3 | Ceiling & Wall | Ceiling & three sides will be covered with white cloth (All new cotton cloths to be used) |
| 4 | Furniture: | 08 nos. of VIP Chairs with White towels, 3 nos. of Centre Tables, with Table cloth & Inaugural materials etc. will be provided on the meeting days. |
| 5 | Light | Adequate light and sound arrangement will be made on the stage. Black LED Screen of appropriate size (specifically 10'x6') |
| 6 | Sound System | 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 entire ground. |
| 7 | Flower Decoration | Flower vase with sufficient live flower decoration |

VI. The agency will have to supply minimum 1000 (One Thousand) chairs, if necessary more chairs may be needed during the program.

VII. Refreshment space for candidates outside of the job fair enclosure should be separately arranged with counters.

Required Documents to be submitted along with the Quotation:

1. Valid GST Registration Certificate of the Firm /Agency
2. Identity proof of the proprietor
3. Security Deposit, in shape of Bank Draft
4. PAN Card copy

The authority reserves the right to cancel or reject any or all the Quotation without assigning any reason thereof. **Even, if required, negotiation will be made with the L-1 bidder regarding need of the expenditure for other activities of the said event failing which the quotation may be cancelled/rejected of the selected bidder.**

[Signature]
23/12/25
District Skill Development-cum-
Employment Officer, Dhenkanal

Memo No.1594...../ DSDEO, DKL.

Dtd. 23.12.2025....

Copy to DIO-NIC, Dhenkanal for information with a request to hoist in District Website till 02.01.2026 at 5:00PM /Office Notice Board of District Skill Development-cum-Employment Office, Dhenkanal/Collectorate/ Block/ Tahasil, Dhenkanal for wide publicity among the intending Suppliers/Agencies.

[Signature]
23/12/25
District Skill Development-cum-
Employment Officer, Dhenkanal

**QUOTATION APPLICATION FORM FOR AND ALLIED WORKS FOR ORGANISATION
OF JOB FAIR ON DATE 13.01.2026**

To

The District Skill Development-cum-
Employment Officer, Dhenkanal

| Sl. No. | Item Particulars | Rate per unit | Qty | Amount (Rs.) |
|---------|---|----------------------------------|------|--------------|
| 1 | Erection of stall (8'x8') | | 80 | |
| 2 | Erection of gate (Entrance & Exit) Wide-12ft, height-10ft | | 2 | |
| 3 | Tent for preparation & distribution of Lunch for job seekers & officials | | 1 | |
| 4 | Waiting space for candidates (100 *30 ft) | | 1 | |
| 5 | Pedestal fan | | 2 | |
| 6 | Barricade all the stalls, stages & refreshment area | | | |
| 7 | Generator (10 KVA with fuel) | | 1 | |
| 8 | Stage (well furnished) | | 1 | |
| 9 | Sound system with mic | | 1 | |
| 10 | VIP chair with towel | | 8 | |
| 11 | VIP Table with cloth | | 3 | |
| 12 | Chair | | 1000 | |
| 13 | Table | | 100 | |
| 14 | All instruments for meeting arrangement | | | |
| 15 | Connection of electric point in stalls | | 80 | |
| | | Total Amount: | | |
| | | GST(%) | | |
| | | Grand Total including GST | | |

DECLARATION

I / We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am / We are not satisfying the eligibility criteria prescribed in the relative advertisement, my Quotation is liable to be cancelled. I am / We are willing to abide by the terms and conditions laid by District Administration, Dhenkanak. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:

Date:

Signature of the Quotationer

Mob:

PROFORMA FOR JOB FAIR 2025-26

Name of the Supplier :

Address :

PAN No. :

Total years of Experience :

Proof of Past Experience : YES NO

(if yes attach relevant documents)

EMD of Rs.5,000/- : DD No. Date:

Quoted Rate (in Rupees) :

GST No. :

Signature of the Quotationer