

OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES
BHUBANESWAR.

No. 724 /OSA:

Dt. 18/6/24

INVITATION OF QUOTATION

INVITATION OF QUOTATION FOR ORGANIZATION OF SANSKRUTI CHARCHA SEMINAR IN ODISHA STATE ARCHIVES, BHUBANESWAR.

Sealed quotations are invited from Registered event management firms having Valid GST., PAN etc. as per the Govt. Norms for management of the events and supply of the below listed materials for ORGANIZATION OF SANSKRUTI CHARCHA SEMINAR & EVENTS. The sealed quotations are so as to reach the office of the undersigned by Speed/Regd. Post/drooped in the tender box from 19.06.2024, 10.00 A.M to 26.06.2024 by 12.00 Noon. The quotation will be opened before the Local Sanskruti Charcha purchase Committee on 26.06.2024 at 2.00 P.M. in presences of intending bidders or their representatives. The estimated cost of the event will be within Rs.47,000/- only (inclusive of all taxes). The aforesaid Sanskruti charcha seminar & events will be held in Odisha State Archives, Bhubaneswar-754001. After satisfactory performance by the quotationer, which may be extended further, only after satisfactory performance of the quotationer in seminar/events as required by the office of the undersigned in accordance to the current quoted rate. Snacks, Tea, Biscuits (High Tea), water bottles, food and other items should be supplied by vender as per requirement up to the mark.

The undersigned has reserves the right to accept or reject any or all the quotations or any part of the quotations without assigning any reason thereof. Further any queries about quotation may contact the undersigned.

LIST OF MATERIALS

1. Uttariyo for Speaker (Renowned person)
2. Memento for speaker
3. Honorarium to the speaker- Rs.2000/-
4. Photography, Videography, Editing and social media streaming.
5. Gendumala, podium and Stage & Gate Decoration,
6. Flower Plant, Bambo Jhudi,- 3 Nos. as and when extra required.
7. Pen, note pad, cotton folder- 5 Nos. each.
8. Banner 5 Nos.- Big (one 22' x 3') (2) 12' x 4' - one No. (3) 3 Nos. standees 8' x 4'
9. Front Gate.
10. Tea, snacks (High Tea) & Water bottle Approximately 150 persons
11. Tiffin packet for Invites & Guests - 150 pkt.
12. Invitation Card with envelop-100 Nos.
13. Miscellaneous Expenditure.

Superintendent
Odisha State Archives, Bhubaneswar.
Ph. No.0674-2501636

Memo No. 725(A) /OSA; Date: 18/6/24

Copy to Notice Board of O/o the Director, HKM State Library/Superintendent, Odisha State Archaeology/Superintendent, Odisha State Museum/Principal, Utkal Sangeeta Mahavidyalaya, Rabindra Mandap/Bhanjakala Mandap for wide publicity.

Superintendent,
Odisha State Archives, Bhubaneswar.

Memo No. 726 /OSA; Date: 18/6/24

Copy to Notice Board of O/o the Superintendent, Odisha State Archives, Bhubaneswar for wide publicity.

Superintendent,
Odisha State Archives, Bhubaneswar.

Memo No. 727 /OSA; Date: 18/6/24

Copy forwarded to the Dy. Director, OLL&C, Sanskruti Bhawan, Bhubaneswar for kind information.

Superintendent,
Odisha State Archives, Bhubaneswar.