

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES  
BHUBANESWAR.**

No...../OSA:

Dt.....

**INVITATION OF QUOTATION**

**INVITATION OF QUOTATION FOR CELEBRATION OF INTERNATIONAL ARCHIVES DAY SEMINAR IN ODISHA STATE ARCHIVES, BHUBANESWAR ON 09.06.2024.**

Sealed quotations are invited from Registered event management firms/Proprietor having Valid GST., PAN & updated food license etc. as per the Govt. Norms for management of the events and supply of the below listed materials for **CELEBRATION OF INTERNATIONAL ARCHIVES DAY SEMINAR** to be held in Odisha State Archives, Bhubaneswar-751001 on 09.06.2024. The sealed quotations should reach the office of the undersigned by Regd. Post/ speed post/ by hand (Office tender drop box) from **04.06.2024, 10.00.A.M** to **07.06.2024, 1.00 P.M.** The quotation will be opened by the undersigned on **07.06.2024** at 02.00 P.M. in presence of intending bidders or their representatives. The rates should be inclusive of all taxes. The bidding amount may not exceed Rs.1,00,000/- (Rupees One lakh).

The undersigned reserves the right to accept or reject any or all the quotations or any part of the quotations without assigning any reason thereof. For further queries about quotation, the bidders may visit [www. odishaarchives.nic.in](http://www.odishaarchives.nic.in) or contact the undersigned.

**LIST OF MATERIALS**

|    |   |
|----|---|
| 1  | Honorarium to the Speaker- Rs.1,500.00  |
| 2  | Uttariya - 4 Nos.   |
| 3  | Memento- 1  |
| 4  | Photography   |
| 5  | Videography, Editing & Social media uplodng   |
| 6  | Flower Plant, Bamboo Jhudi, - 6 Nos   |
| 7  | Main Gate Decoration, podium, Stage decoration with flower, Dipa, Candle, Ghee etc.                 |
| 8  | Pen, cotton folder Note pad for Guest and Reporters- 10 Nos.  |
| 9  | Front Gate with flex  |
| 10 | Tea, snacks, & Mango Juice - 150 persons  |
| 11 | water bottle- 200   |
| 12 | Non-veg /Veg Lunch- Rice, Dal, Fish, Mix paneer, Papad, Khata, Salad, Vaji , & Payas - 170 persons. |
| 13 | Invitation Card two side print with envelop-100 Nos.  |
| 14 | Banner and Standees - 4 Nos. ( 22'x4' and 12' x 4' ) & ( Standees 2 nos. 10'x4' )                   |
| 15 | Miscellaneous   |

Yours faithfully,

  
Superintendent,

Odisha State Archives, Bhubaneswar.

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