ଓଡ଼ିଆ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସତ୍ୟବାଦୀ, ପୁରୀ, ଓଡ଼ିଶା, ୭୫୨୦୧୪

Odia University, Satyabadi, Puri, Odisha, 752014

Website: https://odiauniversity.ac.in

No. 1311 **Date:** 11/09 **/2026**

SHORT QUOTATION CALL NOTICE FOR EVENT MANAGEMENT FOR UNIVERSITY FOUNDATION DAY 2026

Sealed Tenders are invited from the intending firms for arrangement of Tent, Light, Sound System, Generator, Flower Decoration, Still Photography and Video Graph etc. during observance of the Foundation Day of the University to be held from **07.10.2026** to **09.10.2026** inside University Campus.

Terms & conditions:

1. Tenders are invited under two parts i.e. **(i) Technical bid** and **(ii) Financial bid**. The bidders are required to submit technical and financial bids separately. The bids in sealed **Cover-I** containing **"Technical bid"** and **Cover-II** containing **"Financial bid"** should be placed in a third sealed cover super scribed **"Quotation for Event Management"** and it must reach the undersigned on or before **30.09.2026 (5 PM)** & tenders will be opened on the next day **(01.10.2026) at 04.00pm.**
2. The tenders/bids should be sent to the **Registrar, Odia University, Satyabadi, Puri, Odisha-752014** through Speed Post or they can also be submitted in the Office during the office hours within the stipulated date line.
3. Bids received beyond the prescribed time and date shall not be considered.
4. The Financial bids of only those bidders will be opened whose Technical Bids are qualified.
5. Copy of IT of previous three financial years, PAN Card, valid & up-to-date GST Registration Certificate, Experience certificate/work order copy of previous similar event management must be enclosed with the Quotation Paper
6. The parties may visit the venue physically before quoting their price in the tender paper.
7. The authorized staff of the Agency should be present from the beginning to the end of the Programme in order to solve the problems, if any occurred, relating to their work, during event.
8. The University authorities reserve all the rights to modify the terms & conditions, extension of last date of receipt of Quotation and to accept/ negotiate/reject any or all Quotations in full or in part without assigning any reason thereof.

10. Payment shall be made after necessary verification and successfully installation of the equipment and successful completion of the event. Goods and Service providers cannot claim any penalty or interest in case of delay in Payment.

11. Quotation/Tender, incomplete in any respect, is liable for rejection.

12. Dispute, if any arises will be settled within the jurisdiction of Puri District Court only.

13. If the supplied item is not as per the specifications or damaged (if found during verification) the supplier shall replace the same immediately at his own expenses.

14. Any change in the schedule will be informed through university website https://odiauniversity.ac.in/.

BY ORDER

Sd/-

Registrar
Odia University, Satyabadi.

TECHNICAL BID

Documents required to be submitted along with Technical Bid:

1. Application Form (Annexure-A)
2. Self-attested copy of up-to-date GST Registration Certificate
3. Self-attested copy of PAN Card
4. Self-attested copy of IT of previous three financial years.
5. Self-attested copy of MSME registration Certificate (if any)
6. Past event experience (if any)

Annexure-A

APPLICATION FORM

(TO BE FILLED IN BY THE BIDDER)

Sl. No.	Information Required	Information Given
1	Name of the Supplier/Firm	
2	Full Address	
3	Name of the Contact Person with Contact number	
4	E-mail address	
5	Date of establishment of the Firm	
6	GST No. (attach photocopy of certificate)	
7	PAN no.	
8	Bank Account Number (with a copy of cancelled cheque)	
9	Name of the Bank	
10	Name of the Bank Branch	
11	IFSC	
12	MICR code	

Certified that,

1. **I/we have read the terms and conditions governing this work of the University and hereby agree to abide by them.**
2. **The agency (or any of its members) has neither blacklisted by any central or state government organizations or any litigation pending with any of these department or courts of Law.**
3. **The information provided by us as above regarding the details of firms is correct and nothing has been concealed. In case of any information is found to be incorrect at alter stage, our bids may be summarily rejected.**

Authorized Signatory
Name & Designation with Date & Seal

Requirement of items for Foundation Day to be held on 09.10.2026

Sl. No.	Item	Detailed Specifications	Price including GST and other charges (in Rs.)
1	Videography & Photography	Full Function coverage with one Pen drive with Album (100 photos)	
2	Main Gate & Gate near Function Site	Decorate Box Gate with Flex Banners, with flowers, Standees (10 pcs), red carpeting	
3	Stage size (25 ft*20ft) approx.	Both side walling, floor matting, Red carpeting to stage, back side coverage, Wooden stage Chairs (8 pcs) & teapoy (6 pcs), Deepa Stand (Rukha) & Idol of Lord Jagannath, Podium with mikes.	
4	VIP Sofa Set with Tea Poy	10 nos. each	
5	BQ Chair	40 pcs.	
6	Audience Chair	150 nos.	
7	Flower Decoration	Stage & Gates, near rukha & Lord Jagannath	
8	Soundless Stand Cooler	8 nos.	
9	Stand Ac for stage	3 no.s	
10	Light & Sound	Full Function Coverage, drama coverage	
11	Generator	Minimum backup of 3 hours	
12	Building Lighting (Illumination) LED lights/Neon lights, strings	Main Building, Gate to Admin Block (on 07.10.26 & 09.10.26)	
13	Backdrop Display	LED display screen	
14	Round table with chair for Lunch	8 pcs	

Requirement of items for Food Festival to be held on 07.10.2026

1	10'*10' Boxed enclosures (cabin) with ply table.	06 nos of cabin with 15 pcs of ply table	
2	Utensils & Gas Chullah	As required by the students	
3	Lighting & banner	Sufficient lighting and banner for the enclosures / cabins	

Authorized Signatory
Name & Designation with Date & Seal