

**QUOTATION CALL NOTICE**

**भारत सरकार  
एमएसएमई विकास संस्थान  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
विकास सदन,  
कालेज स्क्वायर,  
कटक-753003**



**GOVERNMENT OF INDIA  
MINISTRY OF MICRO SMALL &  
MEDIUM ENTERPRISES  
MSME DEVELOPMENT INSTITUTE  
VIKASH SADAN, COLLEGE SQUARE,  
CUTTACK-753003**

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File No. 2635 /G&C(8)/2017-18

Dated 2<sup>nd</sup> November, 2017

**Sub: Inviting Quotation for erection of Stalls & Other provisions for "MSME Expo Odisha -2017", a National level Vendor Development programme cum Industrial Exhibition to be held at Baliyatra upper ground Cuttack from 17<sup>th</sup> to 19<sup>th</sup> December 2017.**

MSME-Development Institute, Cuttack is proposed to organize "MSME Expo Odisha-2017", the National Level Vendor Development Programme cum Industrial Exhibition to be held at Baliyatra upper ground Cuttack from 17<sup>th</sup> to 19<sup>th</sup> December 2017. In this Connection, Director, MSME-DI, Cuttack is pleased to invite your sealed quotation for erection of stalls & other provisions for the MSME Expo Odisha 2017 Programme as per Specifications details furnished below:

Sr. No	Items with specification	Quotation Unit Price in Rs.
1.	<b>Stall: 10' x 10' x 13'(H) -</b> Tarpaulin shed with attractive colour cloth sealing, back cover with Tin/ Ply, Provision for covering the front with cloth wall , 3 (three) tier rack in back side, Floor with synthetic mat, 4' x 10'facia on front side top to fix the names of the units, 1 (One) display tables with white cloth cover all sides, 2(two) chairs, 2 (two) tube lights and 1 (one) fan and a three – pin plug point for power access.	In one Unit price
2.	<b>Stall 20' x 10' x 13'(H)</b> Tarpaulin shed with attractive colour cloth sealing, back cover with Tin/ Ply, Provision for covering the front with cloth wall, 3 (three) tier rack in back side, Floor with synthetic mat, 4' x 10'facia on front side top to fix the names of the units, 2 (two) display tables with white cloth cover all sides, 3(three) chairs, 2 (two) tube lights and 2 (one) fan and a three – pin plug point for power access.	In one Unit price
3	<b>Stage 30' x 20' x 10'(H) with meeting place ( 60' x 50' x 17'(H) -</b> Tarpaulin shed with white colour cloth sealing and synthetic mat on the stage. Back drop of dais, wall covering with new velvet cloth, Podium with collar mike (1) one, 10 (Ten) decorative stage chairs with brass handles and dais table for stage with cotton top and front velvet, 10 (Ten) number Dunlop chairs for VIPs front row of the meeting place, Depali stand with all accessories, 2 (Two ) numbers flower vase, 10 (Ten) glass tumblers with lead, PA system with sound box, 2 (Two) cordless microphones, 500 (Five hundred) moulded plastic chairs of same colour, red colour synthetic mat for pavement with provision for 30 (Thirty) colour tube lights, metal halogen lights 4 (Four) number, sealing fan 20(Twenty) numbers, fixing of flex banner 8'x25'; Three Pin Plug Points (3) Three nos.	In one Unit price
4.	<b>Seminar Hall : 50' x 20' x 13'(H):</b> With all sides cloth Cover and round tables 12 Nos. with White Cloth Cover with 50 Moulded Chairs. 5 (Five ) number Dunlop chairs for VIPs for of the meeting place with dais table with cotton top, PA System with sound box, 2 cordless microphone	In one Unit price
5	<b>Entrance Gate 14' x 25'</b> Box fitting, welcome gates with flex banner and metal lightening arrangements.	In one Unit price

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6.	<u>Hiring of Halogen Light – (400 watt)</u>	In one Unit price ( for three days)
7.	<u>Stand Light Post for Road demarcation</u>	In one Unit price ( for three days)
8.	<u>Portable Toilet –With wash Basin, Urinals for Gents and Ladies</u>	In one Unit price ( for three days)
9.	<u>Security personnel for Watch and Ward Duties for 8 Hrs.</u>	Rate of one person for 8 hours to be quoted.
10.	<u>LCD &amp; Laptop with screen for Seminar for 2 days</u>	In one Unit price ( for Two days)

**TERMS & CONDITIONS:**

1. The sealed quotations completed in all respect shall be received at “ MSME-DI, VIKAS SADAN, COLLEGE SQUARE, CUTTACK-753003 by 11.00 a.m. on 13<sup>th</sup> November 2017 and will be opened at 12.00 p.m. on 13<sup>th</sup> November 2017 in presence of the bidders or their authorized representatives at MSME-DI, Cuttack. Quotation received after the specified date would be rejected.
2. The Bidders must quote the rate per Stall for three days.
3. **The bidder has to deposit of EMD of Rs.10,000/- (Rupees Ten Thousand) only towards security money along with tender paper duly filled in through Demand draft in favour of “Director, MSME-DI, Cuttack ”. This will be refunded within 15 days in case of unsuccessful bidder. Quotation without EMD would be rejected.**
4. The bidder should have the experience of erecting stall for any National/ State level Industrial Exhibition and required to submit the documentary evidence towards his experience of such work taken up in the past and the bidder should have local presence.
5. The bidder has to arrange to get power supply from CESU, Cuttack Division, but the security money will be paid by the Organizer of MSME Expo-odisha-2017.
6. The bidder shall furnish certificates from the fire officer and Electrical inspector, Cuttack for safety, after completion of work and before handing over the stalls.
7. The successful bidder has to receive power supply from Main Bus system but he has to arrange distribution system of their own for the total requirement of the stall. He has to produce documentary evidence from the Electrical Inspector before handing over the stalls.
8. **The Bidder shall be responsible for smooth functioning of the Exhibition from 17<sup>th</sup> to 19<sup>th</sup> December 2017 relating to electricity, stall and Public Address System & sound system.** There shall be an office of the Tent house in the exhibition ground and adequate responsible persons to be present to attend any interruption during the exhibition.
9. The bidder is required to level the field etc, after dismantling the stalls within a day after completion of exhibition and make the field to bring the ground to original shape.
10. The Price Quoted must be inclusive of all Taxes & Transportation and flower decoration of stalls & stage.
11. The Director, MSME-DI, Cuttack is the competent authority to reject any or all tender without assigning any reason thereof.
12. The bidder should have PAN Card and GST Number, service tax no. and copy of the same to be submitted along with the quotation
13. All the stalls shall be completed in all respect as per specification for **handing over on 16<sup>th</sup> December 2017 by 5 P.M.**
14. Any deficiency in submitting the tender as per the terms and conditions are liable for rejection.
15. As the items are interlinked, the comparison of the bid shall be on the basis of total quoted price. No comparison of individual items will be made. The individual quoted price is only for reference of this office.



(Ritwik Biswas)  
Asst. Director /DDO  
For Director.

To

1. Notice Board of MSME-DI, Cuttack / Accounts Section, MSME-DI, Cuttack
2. AD G&C/DIWAKAR for uploading in the website of MSME-DI, Cuttack. & CPP Portal of NIC.

(Ritwik Biswas)  
Asst. Director /DDO  
For Director.