

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

No...../OSA;

Dt.....

INVITATION OF QUOTATION

**INVITATION OF QUOTATION FOR CELEBRATION OF ARCHIVES WEEK, SEMINAR & EXHIBITION
IN ODISHA STATE ARCHIVES, BHUBANESWAR.**

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 ARCHIVES WEEK, SEMINAR & EXHIBITION** to be held in Odisha State Archives, Bhubaneswar-751001 on February, 2025. The sealed quotations should reach the office of the undersigned by Regd. Post/ speed post/ by hand (Office tender drop box) from **15.02.2025, 10.00.A.M** to **24.02.2025, 01.00 P.M.** The quotation will be opened by the undersigned on **24.02.2025** at 2.00 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 contact the undersigned.

LIST OF MATERIALS

1. Honorarium to two speakers- Rs.1,500/- (each)
2. Uttariyo- 5 Nos.
3. Memento for 2 Speaker - 2 Nos.
4. Flower Plant & Bambo basket - 4 Nos, Podium Decoration and Gendumala.
5. Photography, Videography (edited copies to be deposited) & Live streaming in social media.
6. Pen, Note pad, Cotton Folder for Guests- 6 Nos.
7. Backdrop Banner (10' x 4' - 1 No.) Standies (8' x 4' - 2 Nos.).
8. Front Gate. [Box Gate with top banner- (22' x 3' - 1 No) , side banner (12' x 3' - 2 Nos.)
9. Tea & Snacks - 150 persons
10. Water Bottle- 200 Nos.
11. Lunch- Rice, Dal, Fish, Mix Paneer Veg, Salad, Vaji, Pampad, Khata & Payas 170 Persons.
12. Invitation Card with envelop-100 Nos.
13. Miscellaneous Expenditure.

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

Memo No...../OSA; Date:

Copy to Director, HKM State Library/Superintendent, Odisha State Archaeology/Superintendent, Odisha State Museum/Principal, Utkal Sangeeta Mahavidyalaya, Care taker, Rabindra Mandap/Bhanjakala Mandap/Sri Prasanta kumar Mohakud, Odisha State Archives for information and necessary action with a request to display the quotation call notice in their notice board/ website for wide publicity.

sd/-
Superintendent,
Odisha State Archives, Bhubaneswar.

Memo No. 290...../OSA; Date: 15/2/25

Copy to PMU Section, OLL&C, Sanskruti Bhawan, Bhubaneswar for information and necessary action with a request to display the quotation call notice in their notice board for wide publicity.

sd/-
Superintendent, 14/2/25
Odisha State Archives, Bhubaneswar.

Memo No...../OSA; Date:

Copy forwarded to the P.A. to Director, OLL&C for information of the Director.

sd/-
Superintendent,
Odisha State Archives, Bhubaneswar.