

Government of Odisha
General Administration & Public Grievance Department

No. GAD-OE2-CONT-0009-2021- 30926 /Gen. Bhubaneswar Dt. 17.11.2021

QUOTATION CALL NOTICE

Sealed quotations are invited from Bhubaneswar based reputed Registered Firms / Manufacturers having valid PAN and GSTN for supply of following items for “**Regional Conference on Replication of Good Governance Practices**” to be held on 3rd & 4th December, 2021 at State Convention Centre, Lokaseva Bhawan, Bhubaneswar. The quotations should be submitted to the undersigned on or before **23.11.2021** by 1.00 P.M. Quotations will be opened on the same day at 3.00 P.M. The Quoted Unit Cost and Amount should be inclusive of all taxes.

Sl.no	Particulars	Specification	Size	Quantity	Unit Cost (in Rs.)	Amount (in Rs.)
1	Inaugural Function					
	Dias Arrangement					
a	Name plates	Digital print 300 gsm paper		15		
b	Flower bouquets	White lily for VVIPS		4		
c	Flower bouquets	for 2 days (3rd & 4th Dec)		15		
d	Flower arrangement	Dias, entrance, Gate, railing & podium				
e	Lighting of lamp			1		
f	Table arrangement	Dry fruits, nuts, cookies & water bottle		15		
g	Sanitizer	100 ml. spray		15		
2	Mementos					
a	VVIPS	Silver		2		
b	Delegates			45		
c	Resource person			30		
3	Conference Materials for VVIPS and Delegates					
a	Bags	with branding		250		
b	Note pad	with branding	A8	250		
c	Pen	with branding		250		
d	Pendrive	with branding	16GB	250		
e	Pencil			250		