



Letter No. 26 /DSDEO, Nabarangpur

Date: 15.01.2026

### EXPRESSION OF INTEREST NOTICE

District Skill Development cum Employment Office, Nabarangpur invites Expression of Interests in Sealed Cover from the intending Tent House Agencies/ Event Organizers/ Individual tent suppliers etc. having GST No. and experience of delivery to the Govt. Offices for Mega Job Fair, 2025-26 organized by the District Administration, Nabarangpur which is scheduled to be held at RCD High School Play Ground, Nabarangpur on 4<sup>th</sup> February 2026. The different bidders will quote their lowest possible price for Mega Job Fair while submitting the tender.

Estimated maximum tender value: Rs.2,10,000/- (Rupees two lakh ten thousand only)

#### The following works will be required to be taken up:

- I. Erection of stalls
- II. Entry Gate & Exit Gate
- III. Stage
- IV. One Generator (10 KVA ) with fuel
- V. Public Address System
- VI. Sitting space for candidates
- VII. Space for dining & refreshment of the guests and candidates
- VIII. Other required measures if any

#### Work Specifications

##### I.Stall Specifications

Sl. No.	Particulars	Stall Specifications
1	Structure	Bamboo/GI structure & wrapping with colour clothes. Each stall should have stall no., chair, table and proper roof shading.
2	Flooring	Full floor dust coir/Net matting of the stall, stage, food space etc.
3	Ceiling & Wall	Three sides including partition walls and ceiling of stall should be covered with white cloth.
4	Furniture	Rectangular tables covered with cotton cloth, Plastic chair (3 chairs per stall)
5	Preparation of stall	All stalls should be prepared as per specification of recruiter, flex or banners of recruiters & other required materials to be installed in the stall.
6	Dining Space	It should be neat and clean, and should have round tables and chairs arranged for lunch.

## II. Gate

Sl. No.	Particulars	Gate Specifications
1	Structure size	Entry & Exit gates having Width - 12ft, Height- 10ft, Bamboo/GI Structure, Wooden Bottom Framing, Square & Box type structure with flower decoration.

## III. Stage

Sl. No.	Particulars	Stage Specifications
1	Structure & Size	Size of the stage 30 *20 ft. It should be neat and clean along with beautiful live flower decoration.
2	Flooring	Full floor synthetic matting of the existing cement dice.
3	Ceiling & Wall	Ceiling and three sides should be covered with white cloth (All new cotton clothes to be used)
4	Furniture	VIP Chairs, Centre tables with table clothes & inaugural materials to be prepared for the Job fair date
5	Sound	One audio/DVD player and three microphones with amplifier for public announcement. The speakers to be fitted in such a manner that the announcement should cover the entire ground.
6	Flower decoration	Sufficient flower decoration of the stage must be done.

**IV. Generator:** One 10 KVA Generator should be provided with fuel.

**V. Public Address System:** Three microphones with amplifier for public announcement. The speakers to be fitted in such a manner that the announcement should cover the entire ground.

**VI. Sitting space for candidates:** In front of the stage and in between the stalls meant for PIAs and employers, sitting capacity at least 1000 candidates must be ensured by installing chairs.

**VII: Space for kitchen and dining space for the guests and candidates:** A Kitchen Room (20x20') and a dining space (20x50') should be made available. It should be neat and clean, and should have round tables and chairs arranged for lunch.


## TERMS AND CONDITIONS OF THE TENDER

1. Duration of the job fair will be for 1 day and all the desired works should be completed and handed over to the undersigned at least one day before.
2. The firm should have prior work experience in providing tent related services to Government or Government undertaking institutions.
3. The tender should be submitted with a refundable (without interest) Earnest Money Deposit (EMD) of an amount Rs.10,000/- in demand draft (DD) form in favour of District Skill Development cum Employment Officer, Nabarangpur. The work should be completed within the time frame. In case of delay or negligence of completion of allotted work, the EMD money will be forfeited as per the discussion with the authority.
4. The quotationer should have valid GSTIN number and all the prices offered should include all taxes especially GST. However, applicable TDS on GST and Income Tax will be deducted and deposited with the concerned authority. Tent House owners

- should have registered under GST and indicate their Registration Number positively.
5. The Expression of Interests should reach to the undersigned (District Skill Development cum Employment Office, Nabarangpur, At- Gayatri Nagar, Pin-764059, Nabarangpur, Odisha) on or before **28<sup>th</sup> January, 2026 by 01.00 PM** either by hand or by post.
  6. The Tender paper will be opened in the presence of members of the Sub-Committee on **28.01.2026 at 4.00 PM** in the Office Chamber of CDO cum EO, ZP, Nabarangpur. The quotationer or their representative may remain present at the time of tender opening.
  7. No advance will be paid to the firm before completion of the work in full.
  8. The undersigned reserves all rights to cancel/ modify/ alter this Expression of Interests without assigning any reason thereof.

**Required documents to be submitted along with the quotation**

1. Valid GST registration certificate of the firm or agency.
2. Identity proof of the proprietor.
3. EMD/Security deposit of Rs. 10,000/- in Demad Draft (DD) format.
4. PAN Card copy.
5. Proof of previous experience.

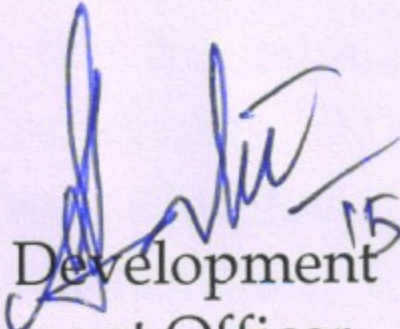
  
District Skill Development  
cum Employment Officer,  
Nabarangpur

Memo No- 27 / DSDEO, NGP

Date 15.01.2026

Copy submitted to:

1. The DeGM, Nabarangpur for favour of kind information with a request to publish in district web portal for wide publicity.
2. The BDO, Nabarangpur/ Tahsildar, Nabarangpur/EO, Municipality, Nabarangpur/DIPRO, Nabarangpur for favour of kind information with a request to publish the quotation notice in their Notice Board for wider publicity.
3. The Notice Board for information of the public.

  
District Skill Development  
cum Employment Officer,  
Nabarangpur

**Proforma for quotation application for organization of job fair 2025-26.**

Sl. No.	Items	Quantity	Price
1.	Stall for employers & PIA 10x10'	44 nos.	
2.	Stall for Registration Counter & media, police, fire, ambulance - 10x10'	14 nos.	
3.	Stage 30x20' with flower decoration	1 no.	
4.	Audience sitting space with roof and ground carpet	100 x 50 Sqft.	
5.	Dining space 20x50'	1 no.	
6.	Table for Dining space	6 no.	
7.	Kitchen Room-1 -20x20'	1 no.	
8.	Entry & Exit Gate	1 no. Each.	
9.	Generator set 10 kwt. (with fuel)	1 no.	
10.	Plastic Chair	1000 nos.	
11.	Table	80 nos.	
12.	VIP Guest Chair	40 nos.	
13.	VIP Table with cloth	25 nos.	
14.	Sound system (with micro-Phone -3)	1 no.	
15.	Podium	1 no.	
16.	Table Cloth	80 nos.	
17.	Special Table Cloth	20 nos.	
18.	Dipa Stand	1 no.	
19.	Standing Fan	10 no.	

**Tender Declaration (Proforma for Job Fair 2025-26)**

1. Name of the Supplier :
2. Address :
3. PAN No. :
4. Total years of Experience :
5. Proof of past Experience : Yes /No  
(If yes, attach relevant documents)
6. EMD of Rs. 10,000/- : DD No. Date :
7. Quoted Rate (in Rupees) :
8. GST No. :

**Declaration:** I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/we understand that in case of any deviation/false information in the above statement at any stage, me/our firm/agency will be blacklisted/debarred and will not have any dealing with your organization in future.

Date:

Signature of the Authorized Signatory

Place:

Name:

Organization:

