



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



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Dt.13 -12-11

Director, Micro,Small &Medium Enterprises Development Institute, Ministry of MSME, Govt. of India, Vikash Sadan, College Square, Cuttack-753003 invites Sealed quotations from the bidders having experience of undertaking National / State level exhibitions etc. for making of the stalls of different sizes about 100 nos. (tentatively) and supply of other necessary items at the NALCO Exhibition Ground, Angul for **EXPO-ODISHA-2012** to be held from 9th to 11th January,2012 as detailed below.

Sl. no	Items with specification	Amount to be quoted in unit price.
1	<u>Stall – 10’ X 15’ X 13’(H)</u> Tarpaulin shed with cloth ceiling, Back cover with Tin / Ply, Provision for covering the front, Three tier rack in back side, Floor with synthetic mat. Three display tables with white cloth cover, Three Chairs, Three Tube lights & One Fan	Per Stall
2		
3	<u>Stall – 10’ X 10’ X 13’(H)</u> Tarpaulin shed with cloth ceiling & partition, Back cover with Tin / Ply, Provision for covering the front , Two tier rack in back side, Floor with synthetic mat. Two display tables with white cloth cover, Two Chairs, Three Tube lights & One Fan	Per Stall
4	<u>Stage (30’X20’) with Meeting Place (60’ X 50’X17’(H))-</u> Tarpaulin shed with white colour cloth ceiling and synthetic mat on the stage. Back drop of dais wall covering with new velvet cloth, 10 nos. Stage chair (Brass) & Table for stage with cotton top and front Velvet,10 nos. Dunlop Chairs for VIPs (front row of the meeting place), Deepali Stand, 2 nos. Flower vase , 10 Glass tumbler with lid, P.A. System with sound box, Cordless microphone (1 nos.), 250 Plastic molded chairs for meeting place, provision for 30 nos. tube lights, Metal Halogen light two nos. , Ceiling fan 20 nos. , Podium, fixing of flex banner (8’ X 25’)	one unit price
5	Seminar hall (15’ X 50’X13’) with three side cloth cover.	one unit price
5	<u>Front Gates</u> Box fitting ornamental gates with metal lighting arrangement .	one unit price
6.	Generator (125 KVA) without fuel	one unit price
7.	Security personel for watch& ward duty for 8 hours	One person/ 8 hours
8	Metal Halogen light (400 watt) (for 3days)	One unit price

Other Terms and conditions:

1. Only bidders having experience of undertaking National/ State level exhibitions of Govt. Departments etc,are eligible to submit the Tender. (Copy/ copies of experience as proof to be enclosed)
2. The Stalls would be erected as per the instructions of our supervisory officers in charge of the exhibition arrangements.
3. The works should be completed in all respect by 07-01-2012 (A.N).
4. The rates quoted should include the cost of electrification and cabling of stalls and should be inclusive of all charges and taxes.
5. Safety & Security of items supplied by the party are the sole responsibility of the Supplier.
7. The Supplier will provide the Operators for Public address system, Light systems & Staff for other Services.
8. Demand draft amounting to Rs. 20,000/- favouring Director, MSME-DI, Cuttack to be enclosed with the quotation as Security deposit which is subject to return after finalization of the quotation to the unsuccessful bidders.(No deposit for suppliers of Security Guards)

While submitting the quotation please superscribe on the envelop "Quotation for NVDP-2012" addressed to Director, MSME-DI, Vikash Sadan, College Square, Cuttack-753003 by 23rd December,2011. The date of opening of Quotation is on 26th December at 11 am in the premises of MSME-DI, Cuttack. Further it may be noted that this office reserves the right to accept or reject any or all bids without assigning any reason thereof.

Yours faithfully,

(C.P. Reddy)
Asst. Director (G&C)/DDO
for Director

To

1. Notice Board – MSME-DI, Cuttack
2. The State Information Officer, National Informatics Centre, Unit-IV, Sachivalaya Marg, Bhubaneswar – 751001 for information with a request to inclusion in the tender link of website of MSME-DI, Cuttack.

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Asst. Director (G&C)/DDO
for Director