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

No. 1206 /OSA;

Dt. 16.08.2023.

INVITATION OF QUOTATION

**INVITATION OF QUOTATION FOR ORGANIZATION OF SANSKRUTI CHARCHA SEMINAR
IN ODISHA STATE ARCHIVES, BHUBANESWAR.**

Sealed quotations are invited from Registered event management firms 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 ORGANIZATION OF SANSKRUTI CHARCHA SEMINAR & EVENTS. The sealed quotations so as to reach the office of the undersigned by Regd. Post from 16.08.2023, 10.00 A.M to 24.08.2023 by 12.00 Noon. The quotation will be opened before the Sanskruti Charcha Committee on 24.08.2023 at 2.00 P.M. in presence of intending bidders or their representatives. The rates should be inclusive of all taxes of the above aforesaid Sanskruti charcha seminar & events to be held in Odisha State Archives, Bhubaneswar-754001. After satisfactory performance by the quotationer, which may be extended further, only after satisfactory performance of the quotationer in seminar/events as required by the office of the undersigned in accordance to the current quoted rate. Snacks, Tea, Biscuits (High Tea), water bottles, food and other items should be supplied by vender as per requirement up to the mark.

The undersigned has reserves right to accept or reject any or all the quotations or any part of the quotations without assigning any reason thereof. Further any queries about quotation may contact the undersigned.

LIST OF MATERIALS

1. Uttariyo for Speaker
2. Memento for speaker
3. Honorarium to the speaker- Rs.2000/-
4. Photography, Videography, Editing and social media streaming.
5. Gendumala, podium and Stage & Gate Decoration,
6. Flower Plant, Bambo Jhudi,- 3 Nos.
7. Pen, note pad, cotton folder- 5 Nos. each.
8. Banner 5 Nos.- Big (one 22' x 3') (2) 12' x 4' - one No. (3) 3 Nos. standees 8' x 4'
9. Front Gate.
10. Tea, snacks (High Tea) & Water bottle Approximately 150 persons
11. Tiffin packet for Invites & Guests - 150 pkt. (Approx.)
12. Invitation Card with envelop-100 Nos.
13. Miscellaneous Expenditure.

Sd/-
Superintendent

Odisha State Archives, Bhubaneswar.
Ph. No.0674-2501636

Memo No. 1207(6)/OSA; Date: 16.08.2023

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

ST-1/16/8-23
Superintendent,

Odisha State Archives, Bhubaneswar.

Memo No. 1208/OSA; Date: 16.08.2023

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

ST-1/16/8-23
Superintendent,

Odisha State Archives, Bhubaneswar.

Memo No. 1209(2)/OSA; Date: 16.08.2023

Copy to all Members of Sanskruti Charcha Committee of Odisha State Archives for favour of kind information.

ST-1/16/8-23
Superintendent,

Odisha State Archives, Bhubaneswar.

Memo No. 1210(2)/OSA; Date: 16.08.2023

Copy to Notice Board of Odisha State Archives, Bhubaneswar/ Sri Prasant Kumar Mohakud, Operator & I/c Reprographer, Odisha State Archives, Bhubaneswar to display the quotation call notice in web-site of Odisha State Archives for wide publicity.

ST-1/16/8-23
Superintendent,

Odisha State Archives, Bhubaneswar.

Memo No. 1211/OSA; Date: 16.08.2023

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

ST-1/16/8-23
Superintendent,

Odisha State Archives, Bhubaneswar.