

**QUOTATION CALL NOTICE**

Sealed quotations are invited from reputed Event management Agency having valid GST & PAN to organized one day event for Startup Odisha which is scheduled on 28<sup>th</sup> November,2023. Interested agencies may visit at O-hub & collect the necessary information and submit the quotation with GST & PAN copy and document mentioned in eligibility criteria on or before 11 AM on 27/11/2023 at "O-Hub, Startup Odisha Incubation Centre, Tower A, 2<sup>nd</sup> floor, SEZ road, Chandaka Industrial area, Bhubaneswar-751024, Odisha" by hand.

The agency will be responsible for printing and pasting of branding materials at the venue, videography & Photography and supply of goodies and managing the one-day event.

**Eligibility Criteria**

S.No	Eligibility	Documents required
1	Bidder should be an entity incorporated/ registered only under the Companies Act 2013 or a Limited Liability Partnership registered under the LLP Act 2008	Certificate of Incorporation, PAN, GST registration certificate).
2	Bidder should have Minimum average Annual Turnover of INR 50 lakh. for the last 3 (Three) financial years (i.e., FY 2020-21, FY 2021-22, and FY 2022-23).	CA certified Audited Balance Sheet and Profit & Loss Statement for the last 3 (Three) Financial Years
3	Bidder should have an office and operation in Odisha	GST registration certificate and Electricity bill

Agencies are required to provide quotations in below format. The quoted price of the bidders will be valid for 3 months and Startup Odisha can give repeat orders for any other events as and when required.

**Performa of the Quotation**

Event requirement for fab fest					
Sl. No	Component	Dimension	Unit	Quoted rate per unit (Excluding GST)	Total amount (Excluding GST)

2nd Floor, Tower-A, Odisha Startup Incubation Centre (O-Hub)

Special Economic Zone Road, Chandaka, Bhubaneswar -751024, Odisha

✉: startup.odisha@gov.in 🌐: www.startupodisha.gov.in ☎ Toll Free: 1800-345-7100 📞 0674-2586176/2586177

CIN : U91990OR2021NPL036045 GST No.: 21ABFCS8152E1ZK

Page 1/1

1	Backdrop	10' x 8'	3		
2	Standee	3' x 6'	10		
3	Podium Display	3' x 6'	1		
4	Bouquet	Standard	5		
5	Uttariya (from Utkalika/ Boyanika)	1' x 6'	5		
6	Folder with startup Odisha logo	Hard bound paper Laminated 400 GSM	10		
7	Notepad with startup Odisha logo	Hard bound Paper Laminated 200 GSM cover and back page	200		
8	Videographer	One day			
9	Photographer	One day			
10	Pen with Startup Odisha Logo	Jeter	200		
11	Water Bottle on Dias	250 ML	10		
12	snacks on Dais	Packed dry fruits	5		
13	Registration desk	8' x 8'	1		
14	Name plate on Dais		5		
15	Lunch for audience	Rice, Roti, Dal Fry, Paneer Curry, Chicken Curry, Veg finger Chips, Sweet dish, Papad, Salad	200		
16	Lunch for Guests	Quoted Price from Hotel Mayfair for Veg and Non Veg	5		
17	Packed water Bottle	250ML	200		
18	Jute bag with startup Odisha logo	3' x 3'	10		
19	Mementoes with startup Odisha branding	8 inch x 8 inch wooden	10		
20	Tea coffee with cookies	Standard	200		
21	Session wise Digital backdrop	LED size	6		
22	Inhouse Exhibition Stall	2 x 2	10		
23	Coffee Mug with startup Odisha logo	400 ML	10		

**Note:** Quoted price should be inclusive of labour, transport, fitting and other charges and exclusive of GST.

Startup Odisha reserves the right to cancel any quotations without assigning any reasons thereof. Startup Odisha may remove any component mentioned in the Quotation Performa. The decision of the higher authority of startup Odisha in this regard is final.

-sd/-

**Chief Administrative Officer**