



ଓଡ଼ିଶା ରାଜ୍ୟ ସଂଗ୍ରହାଳୟ

## **Odisha State Museum**

**Bhubaneswar**

Website-[www.Odishamuseum.nic.in](http://www.Odishamuseum.nic.in)

Phone-0674-2431597

### **SHORT TENDER CALL NOTICE FOR THE WORK:**

**Supply, Installation, Decoration and all Arrangements  
For smoothly Celebration of Museum Foundation Day  
of Odisha State Museum on 29.12.2024.**

**Short Tender Call Notice No. 2195 /OSM. Dated 18.12.2024.**

# Particulars of tender document issue

## **Odisha State Museum Bhubaneswar**

Date of issue of tender document .....

Tender call notice No. 2195 /OSM., Dated. 18.12.2024

Issued in favour of :  
(Full name & address)

Telephone No. – Land line :

Mobile :

Vide money receipt No.:

Dated:

Issued by  
(Stamp and signature of issuing officer)

Cost of tender paper (Non-refundable) = Rs.2,000.00 (Rupees two thousand) only by hand





**ODISHA STATE MUSEUM  
BHUBANESWAR**

**Short Tender Call Notice No. 2195 /OSM/Dated 18.12.2024**

- 1. On behalf of Odisha State Museum the Superintendent invites sealed tender from reputed suppliers/agencies for the assignment as given below.**

Sl. No.	Name of work	Bid Security	Cost of document
1	Supply, Installation, Decoration and all Arrangements For smoothly Celebration of Museum Foundation Day of Odisha State Museum on 29.12.2024 .	EMD of 2% of the bid cost	Rs.2000.00

2. The agency has to deposit the cost of tender paper as above by cash or through demand draft drawn on or before **Dated 25.12.2024** at about **5.00 PM** from any nationalized/scheduled bank payable at Bhubaneswar in favour of the **“Superintendent of Museum, Odisha, Bhubaneswar”**. The demand draft should be enclosed along with the short tender documents and dropped in the Tender Box within specified time.
3. The tender must be dropped in the tender box kept in the office of the Superintendent, Odisha State Museum, Bhubaneswar on or before **26.12.2024** at **12.30 P.M** . The bid is to be submitted in a single sealed cover super scribing **“Short Tender call Notice No. 2195 /OSM dated 19.12.2024** and the Bids will be opened **26.12.2024** at **3.00 P.M.** in the presence of the agencies, who may like to be present. If there will be a public holiday on the last date of receipt & opening of the tenders as specified above, the tender documents shall be received & opened on the next working day at the same time & venue.
4. Intending agencies are required to furnish the following documents in the Techno-Commercial Bid.
  - a. Proof towards deposit of cost of tender paper
  - b. Annexure-I, II & III duly filled in
  - c. Copy of GST Registration Certificate
  - d. Copy of PAN card
  - e. EMD as above mentioned
5. The sealed tender duly filled in properly must be signed by the agency in each & every page as a token of acceptance of terms, conditions, specifications as laid down in the tender.
6. In case of production of forged document, the penalty shall be rejection of their tender. The authority reserves the right to verify the authenticity of documents in case of any doubt or complaint.
7. The tender received will remain valid for 90 (Ninety) days from the last date of receipt of tenders and the validity of tenders can also be extended if agreed to by the agencies and the Superintendent Odisha State Museum.
8. The agencies are required to furnish self attested copy of the dealership certificate for the products to be supplied for the date of Programme.
9. The successful bidder will solely responsible for his/her equipments installed during the event period.
10. Payment shall be released within 30 days from the date of successfully of the programme.
11. The Agencies shall have to adhere to the terms & conditions of agreement & technical specification.
11. Conditional offers in no case shall be taken into consideration.
12. The authority reserves absolute right to accept or reject any or all tenders without assigning any reason thereof.
13. Any dispute arising out of the above tender call notice shall be subject to Jurisdiction of Hon’ble High Court of Odisha at Cuttack and their sub-ordinate courts at Bhubaneswar only.

**Sd/-  
Superintendent of Museum,  
Odisha, Bhubaneswar.**

**Memo No. 2196 /OSM.,Dated 18.12.2024.**

Copy submitted to the Senior P.S to the Commissioner Cum Secretary, OLL & Culture Department, Bhubaneswar for favour of kind information of the Commissioner Cum Secretary, OLL & Culture Department.

**Sd/-  
Superintendent of Museum,  
Odisha, Bhubaneswar.**

**Memo No. 2197 /OSM.,Dated 18.12.2024.**

Copy submitted to the Director, OLL & Culture Department, Bhubaneswar for favour of kind information.

**Sd/-  
Superintendent of Museum,  
Odisha, Bhubaneswar.**

**Memo No. 2198 /OSM.,Dated 18.12.2024.**

Copy forwarded to the Curator & DDO, Odisha State Museum, Bhubaneswar for information, with a request for necessary action for wide circulation of the tender.

**Sd/-  
Superintendent of Museum,  
Odisha, Bhubaneswar.**

**Memo No. 2199 /OSM.,Dated 19.12.2024.**

Copy to the Museum Website / Notice Board, Odisha State Museum / Directorate of OLL &C, Bhubaneswar for wide circulation.

**Sd/-  
Superintendent of Museum,  
Odisha, Bhubaneswar.**



**Annexure-I**

**FORMAT OF BID SECURITY DECLARATION FROM  
BIDDERS IN LIEU OF EMD**

**(On Bidders Letter head)**

I/We, the authorized signatory of M/s..... ,  
Participating in the subject tender No. .... for the item/job of  
.....,do hereby declare:

That in the event we withdraw / modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we commit any breach of Tender Conditions / Contract which attracts penal action and I/we will be suspended from being eligible for bidding/award of all future contract(s) of Government of Odisha/ Odisha State Museum, Bhubaneswar for a period of three year from the date of committing such breach.

**Signature and Seal of Authorized Signatory of bidder**

**Name of Authorized Signatory.....**

**Company Name.....**

Signature of the Agency/ Quotationer

**Sd/-**  
Signature of the Superintendent,  
Odisha State Museum, Bhubaneswar

**Annexure-II**

**Undertaking of Agency**

I / We Shri

(In case of the firm, the name of the proprietor/head of the firm along with the designation & name of firm should be mentioned)

S/o Sri \_\_\_\_\_, Permanent resident of  
Vill./Street - \_\_\_\_\_, P.O. - \_\_\_\_\_, P.S.- \_\_\_\_\_  
Via - \_\_\_\_\_, Dist. - \_\_\_\_\_  
State - \_\_\_\_\_, PIN - \_\_\_\_\_

Declare that I/We have thoroughly gone through the tender document and I/We know the scope of works. I/We agree to execute the assignments at rates quoted by me/us or at settled rates and abide by the terms and conditions of the tender document and we shall abide by all the instructions issued by Odisha State Museum, Bhubaneswar in this regard.

Full signature of "Agency/ Quotationer" with date and seal

Present address for correspondence:

,

Signature of the Agency/ Quotationer

**Sd/-**  
Signature of the Superintendent,  
Odisha State Museum, Bhubaneswar

Annexure-III

**DECLARATION BY AFFIDAVIT**  
**(ON NON-JUDICIAL STAMP PAPER)**

I / We ..... have gone through carefully all the Bid conditions and solemnly declare that I/we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the Odisha State Museum, Bhubaneswar against us, if it is found that the statements, documents, certificates produced by us are false /fabricated.

I/ we hereby declare that, I/We have not banned/ blacklisted/ in any department in Odisha/ PSU / in any State/ Odisha State Museum due to any reasons as on date of submission of Bid.

I/ we hereby declare that bid is without any deviations and are strictly in conformity with the documents issued by the Client.

**Signature of the Bidder**

Signature of the Agency/ Quotationer

Sd/-

Signature of the Superintendent,  
Odisha State Museum, Bhubaneswar

# Bill of Quantities

Bill of Quantities for the work:-

Supply, Installation, Decoration and all Arrangements For smoothly Celebration of Museum Foundation Day of Odisha State Museum on 29.12.2024.

Sl. No.	Description of Items	Quantity/ Job	Unit Rate	Amount	Total Amount
1.	Entrance Box Gate	02			
2.	Digital LED TV , Preparation of Stage, Light, Sound & Sitting Arrangement,	1job			
3.	Flower Decoration	1job			
4.	Flex, Banner and Printing	1job			
5.	Snacks, Tiffins, Water Bottle and Tea & Coffee	300 Nos.			
6.	Design and Printing of Invitation Card	200			
7.	Mementoes to the Guests	15 Nos.			
8.	Uttaria	22 Nos.			
9.	Purchase of flower bouquets for the Guests	22 Nos.			
10.	Artist & singer Inauguration Song	1job			
11.	Photography and Videography	1job			
12.	Miscellaneous	1 job			
				<b>Total</b>	
				<b>GST</b>	
				<b>Grand Total</b>	

Signature of the Agency/ Quotationer

Sd/-  
Signature of the Superintendent  
Odisha State Museum, Bhubaneswar