

Limited Tender Bid Document for

**“Work shop/Conference arrangement on 26th June 2025 on occasion of
International Day against Drug Abuse and Illicit Trafficking at Convention centre main hall,
Lokaseva Bhavan, Bhubaneswar”.**

**Department of Social Security & Empowerment of Persons with Disabilities, RED BUILDING,
LOKA SEVA BHAVAN, BHUBANESWAR-751001**

(<https://ssep.odisha.gov.in/>)

LIMITED TENDER NOTICE:

Sealed Tenders are invited by Department of Social Security & Empowerment of Persons with Disabilities (SSEPD), Red-Building, Lokaseva Bhavan, Bhubaneswar-751001 from registered empanelled firms/agencies for selection of firms/agencies for "Work shop/Conference arrangement on 26th June 2025 on the occasion of International Day against Drug Abuse and Illicit Trafficking at Convention centre main hall, Lokaseva Bhavan, Bhubaneswar"

The detailed information may be downloaded from the Department website (<https://ssepd.odisha.gov.in/>) along with details item wise requirements and specifications intended to be procured.

Sl.	Items	Date & Time
(a)	Bid Submission Start Date	Dt. 09.06.2025 at 11.00 AM
(b)	Last date of receipt of Bids	Dt. 18.06.2025 up to 5.00 PM (Through registered post/speed post/ By Hand/Courier)
(c)	Open, Evaluation & Finalization of the bids	20.06.2025 at 11.30 AM
(d)	Supply Order to be Issued	21.06.2025

The registered empaneled agencies can participate in the bid as per the scope of work mentioned in the tender.

1. SCOPE OF WORK:

SSEPD is celebrating the International Day against Drug Abuse and Illicit Trafficking at Convention centre main hall, Lokaseva Bhavan, Bhubaneswar. The details of Work shop/Conference arrangement provided at **Annexure-I** of this tender document for the above mentioned occasion.

2. ELIGIBILITY CRITERIA & DOCUMENTS TO BE SUBMITTED:

- a. Bidder should be registered empanelled agencies for different activities, Bhubaneswar vide Office Order No. 1800/SIEP, Dtd. 18.07.2024 in accordance with OGFR Rules 2023 (Rule-219).
- b. GST registration certificate (Copy to be submitted).
- c. Valid PAN (Copy to be submitted).
- d. Agency/Firm Bank Details (Copy to be submitted).
- e. Certificate of Declaration (Form-B) (Copy to be submitted).

3. SUBMISSION OF BIDS:

- a. Bids must be submitted a sealed cover super scribe "**Limited Tender Bid Document for Work shop/Conference on 26th June 2025 on occasion of International Day against Drug Abuse and Illicit Trafficking at Convention centre main hall, Lokaseva Bhavan, Bhubaneswar**" must reach the Director, SSEPD on or before **18.06.2025** up to 5:00 PM through Speed Post/ Registered Post/By Hand /Courier only.
- b. Bids should be submitted to Director, SSEPD Deptt., Red-Building, Lokaseva Bhavan, Bhubaneswar, Odisha -751001 within last date for submission of bids by **18th June 2025 up to 5.00 P.M.** through **Speed Post / Registered Post/By Hand /Courier only.**
- c. Bids received after due date and time will not be accepted. SSEPD shall not be responsible for Postal delay or any other reasons. Bids sent through an electronic means shall not be accepted.
- d. Price Bid should contain only the duly filled Price Quotation for the Job Specification and quantity of items mentioned in the Bid document as per **Annexure-IV.**
- e. The rate quoted should be inclusive of all taxes/charges, packing charges, transportation, Insurance and any other incidental charges. The materials should be delivered at **Convention centre main hall, Lokaseva Bhavan, Bhubaneswar.**
- f. The rate quoted by the bidder should be valid for said particular event only.
- g. Required documents as per Sl. No. (2) and Annexure- IV of this tender documents duly signed by the Bidder/Tenderer /the authorized person should be submitted in Envelope.
- h. SSEPD reserves the right to cancel the tender process at any time without assigning any reason thereof.
- i. Bidders should submit copy of required documents in support failing which their bids should be cancelled.

- j. Bidders should sign on each submitted documents and submit an undertaking stating that, **"I have read and understood all the terms & conditions of the Tender Enquiry and here by undertake to abide by the same."**

4. BID OPENING, EVALUATION & AWARD OF CONTRACT:

- a. The bids shall be opened, Evaluated & Finalized the bids in the presence of Procurement Committee on **20.06.2025 at 11.30 AM** at Conference Hall of SSEPD Deptt., Lokseva Bhawan, Bhubaneswar.
- b. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. Net-bundled price offered shall not be accepted.
- c. Contract to the tenderer(s) will be awarded whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per item list.
- d. Notwithstanding the above, the concerned Institute reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
- e. The delivery of goods shall be made by the bidder in accordance with the terms specified in the conditions of contract. The delivery of Job/items should be made within on or before celebration date and any contravention thereof shall be deemed as a breach of contract and shall attract penalties as decided by the Director, SSEPD.
- f. SSEPD shall have the right of awarding the supply order/ work order to one supplier for Work shop/Conference arrangement on 26th June 2025 on occasion of International Day against Drug Abuse and Illicit Trafficking at Convention centre main hall, Lokaseva Bhavan, Bhubaneswar".
- g. The supplies received, if found not as per the specification are liable to be rejected. SSEPD will have the right to reject any or all the bids without assigning any reason at any stage.
- h. SSEPD will be legally competent to cancel the contract of supply and also take any other action against the supplier including imposing any penalty on the supplier during pendency and till the final execution of the contract of the supply, in case the Supplier/ Agency is ever found to have committed any fraud against SSEPD, Odisha, Bhubaneswar in supplying the material or indulge in any other malpractices thereof causing any financial losses during contract period.
- i. The contract can be terminated or cancelled summarily by SSEPD in whole or in part any time without assigning any reason, if the supply made by the manufacturer/ supplier is found not according to the approved specification or in case supply is not received within stipulated time.
- j. The Bidder should furnish all the information as required in the Bid.
- k. In case any dispute arises in regard to the tender, the decision of the Director, SSEPD will be final and binding.
- l. In case of litigation, the courts at Bhubaneswar only will have jurisdiction for deciding case according to the relevant Indian laws in force.
- m. The bidders have to quote the unit price of individual items and indicate the total package value.

- n. The bidders are required to quote the price of all the items.
- o. The decision of SSEPD in this regard would be final.
- p. Tender (s) received after due date & time shall not be accepted and SSEPD shall not be responsible for delay in postal delivery or any other reasons.
- q. SSEPD reserves the right to accept or reject all or any tender documents without assigning any reason thereof.

5. SUPPLY REQUIREMENT ITEMS:

The supply of required job/items shall be delivered to SSEPD on or before celebration of day.

6. CONTACT DETAILS:

Designation	Director, SSEPD
Address	SSEPD Department, Red Building, Lokseva Bhawan, Bhubaneswar - 751001
Contact Details	0674– 2390829, ssepdodisha@gmail.com

7. PAYMENT:

Payment to the selected agency shall be made after successful completion of the assignment in all respect after satisfaction of the authority.


Addl. Secretary, SSEPD Deptt.

Specifications & Other Details

The list of items and its specifications may be procured by SSEPD are given below. The items should be delivered after issue of the supply order.

Sl. No.	Description	Required Quantity
1.	Conference Materials (Pen/ Note Pad/ Jute Folder)	600 nos.
2.	Creative Box Gate Flex with Frame	2 (Entry & Exist)
3.	Standee(6X3) ft	10
4.	Lamp lighting Arrangement (Lamp, Candle , Ghee, Matches etc)	1
5.	Flower Decoration of stage & main gate	--
6.	Plant saplings for guest	10
7.	Inauguration Banner (16 X 5)ft	1
8.	Selfie Zone with information on drugs	1
9.	Anchor	1
10.	Female Volunteer	5
11.	Graphic designing	-

Form-A

1.	Name of Agency/Firm	
2.	Full Address of Agency/Firm	
3.	Owner's name/Director's name	
4.	PAN Card Details (Copy to be attached)	
5.	GST Registration Certificate (Copy to be attached)	
6.	Agency/Firm Bank Details(Copy to be attached)	
7.	Must not have been blacklisted by any company of Private/any other public sector undertaking/ Govt. Deptt. or any authority during the recent past. An undertaking to this effect should be furnished by the bidder as per the prescribed format {Certificate of Declaration (FORM-B)	
8.	Telephone/MobileNo.	
9.	E-mail Id	

Signature of Bidder/Authorized Representative of Bidder

Form-B

DECLARATION FORM

I..... S/o, D/o, W/o.....

R/o.....hereby confirm and declare that my agency/firm M/s..... is not blacklisted/delisted or debarred by any company of Private/any other public sector undertaking(PSUs)/ Govt. Deptt. or any authority from participating in the tender as on date. In case at any stage, it is found that the information given by me is false/ incorrect, SSEPD shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Signature with Seal

For and on behalf of the Bidder

PRICE BID FORM**(TO BE SUBMITTED IN SEALED COVER SUPERSCRIBED ENVELOPE)**

To

The Director, SSEPD**Bhubaneswar**

Sub: Price bid of the tender for selection of implementing agency for “Work shop/Conference arrangement on 26th June 2025 on the occasion of International Day against Drug Abuse and Illicit Trafficking at Convention centre main hall, Lokaseva Bhavan, Bhubaneswar” as per Limited Tender Notice No.: _____, Dated: _____”.

Madam/Sir,

We, the undersigned, offer to provide above service in accordance with your tender.
Our Price proposal for the project is given as below;

Sl. No.	Details	Required Quantity	Price Per Unit	Total Price	GST Amount	Total Price (Inclusive of all Taxes)
1.	Conference Materials (Pen/ Note Pad/ Jute Folder)	600 nos.				
2.	Creative Box Gate Flex with Frame (Facia (28 X 3) ft, Legs (18 X3) ft.)	2 (Entry & Exist)				
3.	Standee(6X3) ft	10				
4.	Lamp lighting Arrangement (Lamp, Candle , Ghee, Matches etc)	1				
5.	Flower Decoration of stage & main gate	--				
6.	Plant saplings for guest	10				
7.	Inauguration Banner (16 X 5)ft	1				
8.	Selfie Zone with information on drugs	1				
9.	Anchor	1				
10.	Female Volunteer	5				
11.	Graphic Designing					
	Grand Total					

We undertake in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption to force in India namely Prevention of Corruption Act 1988. We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

(Authorized signatory)

Date:

Name: Designation: