

**OFFICE OF THE ASSAM OLYMPIC ASSOCIATION  
R.G. BARUAH SPORTS COMPLEX, D.T.R.P. INDOOR STADIUM,  
GROUND FLOOR, NEHRU STADIUM, ULUBARI GUWAHATI-781007**

No.AOA/AYO/Tender/40/2022-23/5

Date: 7<sup>th</sup> July 2022

**SHORT QUOTATION NOTICE (SQN)**

The Assam Olympic Association invites sealed Quotations from Firms/Vendor/Agencies for the supply following items/ services to Assam Olympic Association in connection with conduct of Assam Youth Olympics 2022 at Guwahati.

SL	Items/services	Unit (Each/per day/per head/1 no. only)
	<b>A. Food and Refreshment</b>	EACH
1	Meal (Vegetarian & Non- Vegetarian) for players and officials (Breakfast, Lunch, Evening Tiffin, Dinner) (Per person per day)	EACH EACH
2	Refreshment Packet for players and officials (Tea, Sweets, Salted Items, etc) (Per person)	EACH EACH
3	Refreshment Packet for Guest (Tea/Coffee/Cold Drink, Vegetable Sandwich, Roasted Cashew Nut, Sweets, Salted Items (Per person)	EACH
4	Tea and Biscuit (Per person)	EACH
5	Breakfast (General) (Bread with Butter/ Jam, Egg, Ripe Banana ) (Per person)	EACH
6	Breakfast (VIP) (Bread with Butter/Jam, Egg, Apple ) (Per person)	EACH
7	Vegetarian Lunch (General) (Rice, Dal, Mixed Vegetable, Paneer Item, Salad, Pickle, Curd/Sweet) (Per person)	EACH
8	Vegetarian Lunch (VIP) (Roti, Rice, Dal, Mixed Vegetable, Dry Vegetable, Paneer Item, Salad, Pickle, Curd/Ice-Cream/ Sweet) (Per person)	EACH EACH
9	Non-Vegetarian Lunch (General) Rice, Dal, Mixed Vegetable, Salad, Pickle, Curd/Sweet with (i) Mutton (ii) Chicken (iii) Fish (Per person)	EACH EACH EACH EACH
10	Non-Vegetarian Lunch (VIP) Roti, Rice, Dal, Mixed Vegetable, Salad, Pickle, Curd/Ice-Cream/Sweet) with (i) Mutton (ii) Chicken (iii) Fish (Per person)	EACH EACH EACH EACH
11	Vegetarian Dinner (General) (Rice, Dal, Mixed Vegetable, Paneer Item, Salad, Pickle, Curd/Sweet) (Per person)	EACH EACH
12	Vegetarian Dinner (VIP) (Roti, Rice, Dal, Mixed Vegetable, Dry Vegetable, Paneer Item, Salad, Pickle, Curd/Ice-Cream/ Sweet) (Per person)	EACH EACH
13	Non-Vegetarian Dinner (General) Rice, Dal, Mixed Vegetable, Pickle, Curd/Sweet with (i) Mutton (ii) Chicken	EACH EACH EACH

	(iii) Fish	EACH
	(Per person)	EACH
14	Non-Vegetarian Dinner (VIP) Roti, Rice, Dal, Mixed Vegetable, Dry Vegetable, Salad, Pickle, Curd/Ice-Cream/Sweet with	EACH
	(i) Mutton	EACH
	(ii) Chicken	EACH
	(iii) Fish	EACH
	(Per person)	EACH
	<b>B. Tent House Materials</b>	EACH
15	Pandal (Per square feet)	EACH
16	Hire charge of Plastic Chair (Each per day )	EACH
17	Hire charge of Plastic Table (Each per day)	EACH
18	Hire charge of VIP Chair (Each per day)	EACH
19	Hire charge of VIP Table (Each per day)	EACH
20	Hire Charge of Pedestal Fan (Each per day)	EACH
21	Hire charge of PA System for general function (Per set per day)	EACH
22	Hire charge of PA System for VIP function (Per set per day)	EACH
23	Hire charge of Generator Set of different capacities with POL (Per set per day)	EACH
	<b>C. Accommodation</b>	
24	Hire charge of rubberized Mattress (Each per day)	EACH
		EACH
25	Hire charge of Bed Sheet (Each per day)	EACH
26	Hire charge of Pillow with Cover (Each per day)	EACH
27	Hire charge of Blanket (Each per day)	EACH
28	Accommodation for Players and Team Officials at budget hotel/guest house/lodge (Per person per day)	EACH
29	Accommodation for Technical Officials at deluxe category hotel (Per person per day)	EACH
30	Accommodation for Guests at 3 Star category Hotel (Per person per day)	EACH
	<b>D. Transportation for Players &amp; Officials</b>	EACH
31	Hire charge of Hatch-back Car with POL (Each per day within City)	EACH
32	Hire charge of Sedan Car (AC/Non-AC) with POL (Each per day within City)	EACH
33	Hire charge of SUV (AC) with POL (Each per day within City)	EACH
34	Hire charge of 34 seater Bus with POL (Each per day within City)	EACH
35	Hire charge of Pick-up Van with POL (Each per day within City)	EACH
36	Hire charge of Mini Truck with POL (Each per day within City)	EACH
37	DA to Driver (Per head per day)	EACH
38	DA to Handyman (Per head per day)	EACH
	<b>E. Branding &amp; Publicity</b>	EACH
39	Installation of Hoardings of different sizes (Per square feet)	EACH
40	Installation of Standee of different sizes (Per square feet)	EACH
41	Installation of Kiosk of different sizes (Per square feet)	EACH
42	Cost of Back Drop with installation (Per square feet)	EACH

43	Cost of Banner (Per square feet)	EACH
44	Cost of Videography along with editing and production (Per day)	EACH
45	Cost of Photography (Per day)	EACH
46	Cost of Photograph (Each different sizes)	EACH
	<b>F. Printing and Stationeries</b>	EACH
47	Printing of certificate (standard size) (Each)	EACH
48	Printing of Invitation Letter (Each)	EACH
49	Printing of different Forms for different Games (Each)	EACH
50	Printing of Identity Card (Each)	EACH
51	Cost of Identity Card Jacket (Each)	EACH
52	Printing of Accreditation Card with Ribbon (Each)	EACH
53	Pen (Blue / Black / Red) (Each)	EACH
54	Pencil (Each)	EACH
55	Eraser (Each)	EACH
56	Sharpener (Each)	EACH
57	Scale (Each)	EACH
58	Marker Pen of different points (Each)	EACH
59	File Cover (Each)	EACH
60	File Board (Each)	EACH
61	Tag – Cotton (Per bundle)	EACH
62	Paper (Legal, A4 etc) (Per pkt)	EACH
63	Fevistick (Each)	EACH
64	Gum (Per Tube)	EACH
65	Adhesive Tap (Per pkt)	EACH
66	Calculator (Each)	EACH
67	Stapler of different sizes (Each)	EACH
68	Staple (Per pkt)	EACH
69	Clip Board (Each)	EACH
70	Aalpin (Per pkt)	EACH
71	Clip of different sizes (Per pkt)	EACH
72	Poker (Each)	EACH
73	CD (Per pkt)	EACH
74	Plastic Folder (Each)	EACH
75	Drawing Paper (Each)	EACH
76	Computer Cartridge ( Canon )	EACH
77	Computer Colour ink (Canon)	EACH
	<b>G. Opening &amp; Closing Ceremony</b>	EACH
78	Cost of Gamocha (General) (Each)	EACH
79	Cost of Gamocha (Guest) (Each)	EACH
80	Cost of Flower Bouquet (Each)	EACH
81	Pator Gamucha	EACH
82	Xorai small size	EACH
83	Xorai large size	EACH
84	Xorai medium size	EACH
85	Cost of Tray (Each)	EACH
86	Cost of Table Cloth (Each)	EACH
87	Cost of Towel (Small, Medium, Big) (Each)	EACH

88	Decoration of entire stage with flower, Podium, Carpeting, Light, Sound, VIP chair, centre table etc	EACH
89	Usher girls with expertise in the even functioning with traditional dress	EACH
90	VIP Sofa with centre Tables	EACH
91	Documentation like photography and videography	EACH
92	LED for back drop (per sqft)	EACH
93	LED side wings (per sqft)	EACH
94	PA system, Generator including fuel	EACH
95	Carpeting in the entire venue (per sq ft)	EACH
96	Venue management and branding-Directional Signage (High resolution digital printing flex, cordless mikes, stationery mikes, laptop, printer, standees, black masking, flower tub, table bouquet, Plastic Chairs etc.)	EACH
97	Remuneration to anchor	EACH
	<b>H. Venue Overlay</b>	EACH
	<b>I. Supply of professional Volunteer for the entire event</b>	EACH
	<b>J. T-Shirt for player (round neck)</b>	EACH
	<b>K. T-Shirt for Officials (Collar)</b>	EACH
	<b>L. Social Media management, Graphic Design for entire event</b>	EACH
	<b>M. Supply of Medal, Certificates, Accreditation card with printing in ribbon (Best qualities)</b>	EACH

The quotations in sealed cover may be dropped for each head separately (i.e. Item/service: A. to M.) by the intending bidders in the Office of the Assam Olympic Association, R.G. Baruah Sports Complex, D.T.R.P. Indoor Stadium, Ground Floor, Nehru Stadium, Ulubari, Guwahati-781007 **on or before 10<sup>th</sup> July 2022 up to 4.00 PM**. The Quotations will be opened on the same day at **5.00 PM**.

Sd/-  
General Secretary,  
Assam Olympic Association  
Date: 7<sup>th</sup> July 2022

Memo No.AOA/AYO/Tender/40/2022-23/5-A

Copy to:

1. Notice Board of Office of the Assam Olympic Association, R.G. Baruah Sports Complex, D.T.R.P. Indoor Stadium, Ground Floor, Nehru Stadium, Ulubari, Guwahati-781007.
2. Office Copy.

Sd/-  
General Secretary,  
Assam Olympic Association

**OFFICE OF THE ASSAM OLYMPIC ASSOCIATION  
R.G. BARUAH SPORTS COMPLEX, D.T.R.P. INDOOR STADIUM,  
GROUND FLOOR, NEHRU STADIUM, ULUBARI GUWAHATI-781007**

**TERMS AND CONDITIONS**

1. Quotation will be received from 8<sup>th</sup> July 10.00 am to 4.00PM on 10<sup>th</sup> July 2022 and will be opened at 5.00PM on the same day. In case the quotations cannot be received and opened in scheduled time due to some unavoidable reasons or holiday etc. the quotation will be received and opened on the next working day at the same time.
2. The quoted rate should be valid for 1 (one) year from the date of submission of quotation.
3. Rates quoted should be inclusive all taxes.
4. Bidder should submit the service charges (in percentage) separately.
5. The contract of the engaged services may be stand terminated on account of unsatisfactory service without any prior notice.
6. The term of the contract would be extended only the satisfactory service provided by the concerned Firms/Vendor/Agencies etc.
7. The eligible bids received from the Firms/Vendor/Agencies etc. will be evaluated with their quoted rate by the Tender Committee.
8. The sealed quotations envelop address to “The General Secretary, Assam Olympic Association may be obtained from the Office of the Assam Olympic Association, R.G. Baruah Sports Complex, D.T.R.P. Indoor Stadium, Ground Floor, Nehru Stadium, Ulubari, Guwahati-781007” should be reach in this office latest by **4.00 PM on or before 10<sup>th</sup> July, 2022** and will be opened at 5.00 PM on the same day. In case the quotations cannot be received and opened in scheduled time due to some unavoidable reasons or holiday, etc. the quotation will be received and opened on the next working day at the same time and venue. Any offer received thereafter will not be entertained. The word **“Quotation for supply .....(name items/ services) to Assam Olympic Association in connection with conduct of Assam Youth Olympics 2022 at Guwahati”** should be clearly inscribed on the top of the sealed envelope containing the quotation.
9. The General Secretary, Assam Olympic Association, reserves the right to accept or reject any quotation (s) without assigning any reason thereof and is not bound to accept the lowest rate.
10. The General Secretary, Assam Olympic Association, if deems fit, reserves the right to invite any bidder for negotiation.
11. In case of any dispute/litigation, the matter will be heard in the jurisdiction of Gauhati high Court only.
12. No quotation will be treated as valid unless it is submitted properly.

Sd/-  
General Secretary,  
Assam Olympic Association