



QUOTATION NOTICE

Ref. No.-SVSU/24/ID&C/E-5814/059

Date: 17.02.2024

Sealed quotations are invited from the event management agencies for setting up the infrastructure including VVIP High tea and lunch for 2nd Convocation function held on 26.02.2024 at SVSU Campus, Dudhola, Palwal which detailed below: -

S. No .(a)	Particulars/ Descriptions (b)	Approx. Area / required Quantity (c)	No (d)	Unit. (e)	Rates (Rs.) to be quoted by the bidders as per Unit	Total Amount to be quoted by the bidder (Qty./Area mentioned in b & c)
1	Preparation of stage with stage lighting, VVIP chairs (2 high back chair), Glass tables, glass water bottles with glass, Bunting of flags, flower decoration along with stage/mics and other required earthling, etc.	Main Stage-1 nos. Area 52X 32X 04 Sq. ft. with new carpets, Tables, VVIPs Chairs with covers 30 nos. , Wooden Podium 2 nos. with complete all arrangements.	1	Complete		
2.	Supply and installation of Carpet event area	27000 Sq. Ft.	1	Per Sq. Ft.		
3	Changing Room	2 nos.	1	Per No.		
4.	Red Carpets for Passage	2500 Sq. Ft.	1	Per Sq. Ft.		
5.	Supply and installation Green Net matting for the Passage	200 Sq. Ft.	1	Per Sq. Ft.		

6.	Supply and Installation temporary chemical structure like toilets etc.	04 nos. (2 VVIP & 2 Normal)	1	Per No.		
7.	Supply and installation of Glass Top Head Tables	20 Nos.	1	Per No.		
8.	Supply and installation Tent Tables with cloths and massing on Top for food arrangement	66 Nos.	1	Per No.		
09.	Supply and installation Glass Top Round Tables	20 Nos.	1	Per No.		
10.	Supply and installation Sofa sets	For Staff & Guest: 100 Nos having capacity of 2 persons	1	Per No.		
11.	Supply and installation of Chairs with Cover	700 Nos	1	Per No.		
12.	Sound Arrangement inside the main event including all fittings, Electrical connections with required earthing.	JBL/VRX/Bose	1	Complete Arrangement		
13.	View Cutter including all fittings and height as per requirements.	100 Running Meter	1	Per Running Mtr.		
14.	Gen sets: - 125 KVA with standby back up, Electricals works in all respect as per Electrical Guidance including earthing, connections with required cables with existing building panels and supply at Tents etc .	Complete arrangement	1	Per KVA		
15.	Two nos. Food Court/ Tent Shamiyana 100*30 ft and 20*30 ft with carpet respectively.	2 Nos. 100x30 and 20x30	1	Complete Arrangement		

16.	LED Screens 8 X 6 Sq. Ft including all fittings, Electrical connections: 04 Nos.	04 Nos.	1	LED Per No.		
17.	Plasma screen/TV 40 inch for main stage: 02 Nos.	02 Nos.	1	Plasma Per No.		
18.	Backdrop in Star Flex on Stage including providing and all fittings, fixing on beack side of stage (Area 52*15 to 16 ft)	As per the requirement/ arrangement	1	Per Sq. Ft.		
19.	Food Court (Food and Snacks) Arrangement	Hi-Tea: - Special Tea, Coffee, vegetable Kabab/ Cutlet, sandwich, Chhena Murki, Fresh Fruits, Coconut Water Natural), Dry Fruits, Dhokla, gajar ka Halwa for 50 nos. VVIPs. / Guest/Media on event date before starting and departure of the event respectively	1	Per Person		
		Lunch: - Shahi Paneer/ Panner Butter Masala, Dal, Mix Veg, Curd/ Raita, Roti (4 types) Green Salad, Chutnis, Gulab Jamun and Kheer with Shakar & water bottles for 50 VVIPs/ Guest	1	Per Person		
20.	Fire-Fighting arrangements along with manpower including all fittings	As per the requirement/ arrangement	1	Complete Arrangement		
21.	Signage's including all fittings.	Welcome Panel leading to the Venue (12 X 7 Sq. ft.) 04 Nos.	1	Per No.		
		Welcome Panel at Venue (12 X 7 Sq. ft.): 02 Nos.	1	Per No.		
		Parking Signage (Back to Back): 08 Nos.	1	Per No.		
		Seating Arrangement Boards/stand: 12 Nos.	1	Per No.		
		Direction/Indication Panel : 20 Nos. Approx.	1	Per No.		

		Entry Gate of the Hanger for special Invitees: 02 Nos.	1	Per No.		
		Badge 900 number.	1	Per No.		
		Que manager stands 100 nos.	1	Per No.		
		Flag 100 nos.	1	Per No.		
		For Honorarium: Rose Bouquets for VVIP (10 Nos.)	1	Per No.		
Total Amount in (Rs.) (without GST)						
Total Amount in (Rs.) (with GST)						

1. The sealed quotations, complete in all respect, must reach by post in the Office of the Deputy Registrar/ID&C, Upper Ground Floor, Admin block, Shri Vishwakarma Skill University, Dudhola Palwal-121102 latest by **22.02.2024 (04:00 PM)**.
2. "Quotation for 2nd Convocation function must be clearly written on the sealed envelope.
3. The Quotation received after due date and time or incomplete shall be rejected out rightly.
4. T.D.S. and GST as per Govt. norms will be deducted from every bill of the agency.
5. The following charges and terms may be spelt out in your offer clearly: -
6. F.O.R.
7. Rates of VAT/Excise Duty (in percent), if any. Please note that the University does not issue Form „C" or, D".
8. Payment terms.
9. Work Completion period.
10. SVSU, Palwal is a Haryana Government University, invites bids from Registered Organization for Event Management of 2nd Convocation Ceremony at University Campus site at Village Dudhola, Palwal, Haryana. The Quotations are invited from eligible agencies who have at least 5 years of experience of organizing such events i.e. convocation directly or by engaging agency, which shall be organized for Hon'ble President/ Vice President, Governor, Chief Minister/Union/Cabinet Ministers level events.
11. Quantity may increase or decrease without any notice.
12. Rates are included of Misc. charge such as Packing & Forwarding charges, Insurance charges, etc., if any.
13. Charges not mentioned in the quotation shall not be paid.
14. FOR shall be SVSU, Dudhola.
15. TDS/Taxes as applicable will be deducted by the University as per rules/instruction of Govt.
16. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
17. As a general policy, the University tries to make 100% payment within 30 days of the receipt of the final bill, wherever applicable and satisfaction of the Inspection Committee.No advance payment shall be made.
18. The acceptance of the material shall be subject to satisfactory report of this office's Inspection Committee/Technical Committee/Experts Committee.
19. The acceptance of the quotation/tender shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserve the right to reject any or all items of quotation without assigning any reason therefore. The under signed also reserve the right to accept quotation/tender in

part i.e. any item or any quantity and to reject it for the rest.

20. In case, any other information/clarification is required, you can contact at Telephone No.0124- 2746800 on any working day (Monday to Friday) during office hours (9:00 AM to 5:00 PM).
21. The dispute, if any, shall be subject to the jurisdiction of Court at Palwal any other jurisdiction mentioned in the quotation or invoices of the manufacturers/distributor/dealers/supplier etc. Shall be invalid and shall have no legal sanctity.
22. The firm/agency should not be black-listed/de-listed/debarred/ demobilized for poor or unsatisfactory performance from any project by Govt. of India/Any other State Govt./Haryana Govt. or its Departments/agencies etc.
23. Terms and conditions printed on Quotation of the firm, if any; shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
24. The participate bidder/ Vendor should be quote the rate item wise and as per the Performa mentioned in the NIQ.


Deputy Registrar
For Registrar
SVSU Dr. Lalit Kumar Sharma
Deputy Registrar (IDC)
SVSU