



SHRI VISHWAKARMA SKILL UNIVERSITY

VILLAGE - DUDHOLA, PALWAL

NIQ DOCUMENT

Invitation of Quotations/Tenders for Arrangements of the University Foundation Day Function to be held on 19.11.2025

SVSU/2025/ID&C/173

Dated: 12.11.25

Sealed Quotations/Tenders are invited from Event Management Companies / Reputed Tent Houses for the items and services detailed below for the University Foundation Day and Nepunya Function scheduled to be held on **19th November, 2025**, at Shri Vishwakarma Skill University, Village - Dudhola (Palwal):-

S. No. (A)	Particulars/Descriptions (B)	Quantity (C)	Unit. (D)	Rate per Unit without GST (E)	Total Amount (C x E) (without GST)
1	Preparation of stage with stage lighting, VVIP chairs, Glass tables, 20 nos Glass water bottles with Glass and coster for Stage VVIPs/VIPs, Bunting of flags, flower decoration along with stage/mics, Main Stage-1 nos. Area 52X 32X 04 Sq. ft. with new carpets for stage, Tables, Lamp lightning, Sarasvati Ji Idol VVIPs/VIPs Chairs with covers 20- nos., Good looking wooden podium 2-nos. with complete all arrangements, including Rod earthing of stage.]	1	Complete		
2	High Back Chair for Stage	2	Per No.		
3.	Supply and installation of Carpet event area	27000	Per Sq. Ft.		
4	Changing Room	2	Per No.		
5.	Red Carpets for Passage	2500	Per Sq. Ft.		
6.	Supply and installation Green Net matting for the Passage	200	Per Sq. Ft.		
7.	Supply and Installation temporary chemical structure like toilets etc.	04	Per No.		
8.	Supply and installation of Glass Top Head Tables	20	Per No.		
9.	Supply and installation Tent Tables with cloths and masking on front and ready to keep Food	70	Per No.		

10.	Internet facility with Wi-Fi for live program	1	Per No.		
11.	Supply and installation Glass Top Round Tables	20 Nos.	Per No.		
12.	Supply and installation Sofa sets	50 Nos.	Per No.		
13.	Supply and installation of Chairs with white Cover	650 Nos	Per No.		
14.	– Complete sound setup suitable for live performances by star artists/singers during the main event, including all fittings, tables for AV materials and sound system, all necessary electrical connections, required switchboards, and proper earthings of the sound system. Make JBL/VRX/Bose	1	Complete Arrangement		
15.	View Cutter including all fittings and height as per requirements.	200 Running Meter	Per Running Meter		
16.	Gen sets: - 62.5 KVA including Diesel with one standby back up including installation of changeover between both generator, electrical works in all respect as per Electrical Guidance (CEI) including earthing, connections with required cables/wires appropriate capacity with connection to Sound system Electrical Board also Provide the Electrical Supply board of sound system and also connection to existing building Electrical panels and supply at tents etc.	Complete Arrangement	Complete		
17.	Supply and installation of Wooden round tables with table cloths and Centre flower Bouquet on each table for VVIP/VIP hospitality lounge	15	Each		
18.	Setup Food Court/ Tent for VVIPs/VIPs 50*30 feet with carpet respectively with providing material with required sign board 1 Nos. 50x30	1500 Sq. Feet	Per Sq. feet		
19.	Setup Food Court/ Tent for VVIPs/VIPs 7000 Sq. feet with carpet respectively with providing material with required sign boards. 1000 Sq. feet	7000 Sq. feet	Per Sq. feet		

20..	LED Screens 8 X 6 Sq. Ft Including all fittings, Electrical connections including necessary connection with cameras.	04	LED Per No.		
21.	Backdrop in Star Flex on Stage including providing and all fittings, fixing on back side of stage (Size 52*15 to 16 ft)	1	Per No.		
22.	Fire-Fighting arrangements along with manpower including all fittings	As per the requirement/arrangement	Complete Arrangement		
Signage's including all fittings.					
23.	Welcome Panel leading to Venue (Size - 12 X 7 Sq. ft.)	4	Per No.		
24.	Welcome Panel at Venue (Size - 12 X 7 Sq. ft.)	2	Per No.		
25.	Seating Arrangement Boards/stand	12	Per No.		
26.	Entry Gate including decoration for special Invitees	2	Per No.		
27.	Badge	900	Per No.		
28.	Que manager stands	30	Per No.		
29.	Fixing the flag with pole	100	Per No.		
30.	Rangoli with Colors and flowers (Rose petals, White, Dark colour Genda Orange, Genda Yellow, Hari Pattiya (20 feet X 20 feet)	1	Complete		
31.	For Honorarium: Rose Bouquets for VIP/VVIP/Guests	15	Per No.		
Total Amount (without GST)					
GST@18%					
Total Amount (Including GST)					

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by **14.11.25** (date) by **01:00 PM** (time). The same shall be opened on **14.11.25** at **02:00 PM** in the office of **Senior Engineer (Technical), ID&C BRANCH, 1ST FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102**. The quotes or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. The Quotation received after due date and time or incomplete shall be rejected outrightly.
3. The Quotation shall be submitted in double envelope.
Envelop-I:- Should contain Technical bid documents.
Envelop-II:- Should contain Financial Bid documents.
The inner envelope shall be sealed and shall have the superscription

5

"QUOTATION IN RESPONSE TO FOUNDATION DAY FUNCTION TO BE HELD ON 19.11.2025". The offer may be sent to the **SENIOR ENGINEER (TECHNICAL), ID&C BRANCH, 1ST FLOOR, ADMINISTRATIVE BLOCK, SHRI VISHWAKARMA SKILL UNIVERSITY, VILL-DUDHOLA, PALWAL, HR-121102.**

4. The rates must be quoted for all the items by the bidder, inclusive of all charges such as packing, forwarding, freight up to Shri Vishwakarma Skill University, Village Dudhola, District Palwal, insurance, and any other incidental expenses. No extra payment shall be made on account of such charges. Quotations containing vague terms such as *"packing, forwarding, freight and insurance charges extra"* will not be accepted.
5. The offer must be valid for a period of at least three months from the date of opening of Quotation.
6. Quantity may increase or decrease without any notice.
7. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
8. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee etc.
9. It may be certified by the bidder that "I have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc." If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
10. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 9501590088/9991175853 on any working day (Monday to Saturday) during office hours (9 a.m. to 5.00 p.m.).
11. The dispute, if any, shall be subject to the jurisdiction of Courts at Palwal. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
12. The complete sound setup must be suitable for live performances by star artists/singers during the main event
13. Terms and conditions printed on Quotation/Invoice 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.
14. The final payment will be made as per the actual work done, duly verified and certified by the concerned committee/officer of the University, after completion of the event to the satisfaction of the competent authority.
15. SVSU reserves the right to cancel the NIQ at any stage.
16. Quantity may be increase or decrease.
17. The L1 (Lowest Bidder) will be decided on the basis of the overall total amount (inclusive of all applicable taxes, duties, and GST) quoted by the bidder, and not on an item-wise basis.
18. The total time allowed for completion of the work shall be one (1) day from the date of issue of the work order or written instruction to commence the work. The agency must ensure that approximately 90% of the work is executed and completed at the proposed campus site prior to the commencement of the University functions/programs. The Main stage at venue must be fully completed by 18.11.2025, 06:00 AM.

19. Technical Minimum Eligibility Criteria

The bidders must meet the following minimum technical eligibility criteria to qualify for participation in the tender process:

- (i) The bidder should be an exclusively registered Event management Agency/company or similar (Pvt Ltd., or Ltd., company/public Ltd/ partnership firm/ Proprietorship firm/LLP)/ /Reputed Tent House and providing event management related services & should not have less than five years of experience in events of similar nature. No consortium/ Joint Venture is allowed.
- (ii) The Bidder should not have been blacklisted by any Central Government/ Public Sector Undertaking as on the date of bid submission. Copy of undertaking signed by authorized signatory should be submitted with the technical bid.
- (iii) The agency must have managed at least 1 such events costing not less than @ Rs.50 Lacs each Or 2 such events costing not less than @ Rs.30 Lacs each Or 3 such events costing not less than @ Rs.15 Lacs each where the Chief Ministers/ Union Ministers/Vice Chancellor has been a chief guest. The agency will have to present a proof in shape of work orders from the clients and also completion certificates of same.

Encl: As above


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12/11/2025
SENIOR ENGINEER/TEC. (ID&C)
SHRI VISHWAKARMA SKILL UNIVERSITY
Senior Engineer (Technical)
BUSHOLA PALA

Annexure: I- (Envelop-I)**PROFORMA FOR TECHNICAL BID (PART -I)**

Sr. No.	Particulars	To be filled in by the tenderer
1	Name of the Firm/Agency	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number/Mobile Number and name of the contact person	
5	GST Registration Number (copy to be enclosed)	
6	Whether the firm is blacklisted by any Government/Department/PSU/corporate or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a declaration / certificate is to attach in this regard on firm letter Head)	
7	Whether NIQ of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
8	Whether agency Qualified as per mentioned 19. No. Technical Minimum Eligibility Criteria and attached work orders from the clients/completion certificates of same	
	Place: Date:	Signature of the Bidder With Office Seal

Annexure-II (Envelop-II)

PROFORMA FOR FINANCIAL BID (PART -II)

Firm Name.....

Firm Address with pin code.....

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Total Amount (without GST)					
GST@18%					
Total Amount (Including GST)					

(Signature of Bidder with seal) Name:
Designation:
Address:
Contact No.: