



BHATTADEV UNIVERSITY

A State University established by upgrading Bajali College

BAJALI, PATHSALA-781325, ASSAM

STN No.: BHATT.U/E&A/STN/2025/6560

Date: 24/02/2025

SHORT TENDER NOTICE

Sealed quotations are invited in two bid system from intending experienced agencies/firms/ service providers for **preparation and installation of venue for convocation* ceremony of Bhattadev University, Bajali to be held on 29/03/2025**. The bid must be submitted on or before **05/03/2025 till 2.00PM**. The Bids will be opened on the same day at **2.30PM**. Representatives of the participating firms may be present at time of opening of the bids. However, quotations will be opened if no representative will be present during the time of opening of Bids. **A pre bid meeting may be arranged in the University on 25/02/2025, if any at 3.00 PM.**

ANNEXURE A

The details and requirements for the venue setup are as follows:

Venue Requirements:

1. Area of the Venue:

- 1) Total area of the venue: 16,000 sq. feet.
- 2) Stage area: 1,800 sq. feet.

2. Additional Requirements:

- 1) Governor's and Chief Guest's well-equipped rooms behind the stage.
- 2) Setup for approximately 2000 students and guests.
- 3) Arrangement of seating, lighting, sound, and other necessary equipment as per the standard university convocation protocol.



3. Quality of Service:

- 1) The vendor must ensure that the arrangements are in accordance with the Indian University Convocation protocol and ceremony standards.
- 2) The stage should be equipped with a sound system, proper lighting, and decoration, ensuring a seamless experience.
- 3) The Governor's and Chief Guest's rooms should be fully furnished with necessary amenities.

4. Cost of Arrangement:

- Approximate cost of arrangement: Rs. 7,00,000 (Rupees Seven Lakhs Only).

5. Agreement:

- 1) The selected vendor will be required to sign an agreement with the university for providing the above services.
- 2) All services should be provided on time and as per agreed terms.
- 3) The vendor must comply with safety regulations and guidelines set by the university.

6. Cost Breakdown:

- The quotations should include a detailed cost breakdown, including installation, labor charges, and any other additional costs.

7. Pre-Bid Meeting:

- A pre-bid meeting will be held on 25/02/2025 at 3.00 PM in the Registrar's Office of the university. Interested vendors may attend the meeting to clarify any doubts regarding the requirements.

ANNEXURE B

Tentative requirements:

Sl. No.	Particulars of items	Quantity	Size (sq.ft.)	Rate inclusive of applicable GST if any.
1	Pandal for meeting area (Hanger model with as per		80x200	



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	Governor's Meeting Standard)			
2	Stage (Metal Frame with flower decoration within pandal; Playing Kit at VIP Place)		60x30	
3.	LED panel wall	1 no 1 no	20x10 12x8	
4	Back stage Guest room for Hon'ble Governor and VIP furnished with Sofa and as per protocol (within pandal)	2 no.s of room		
5	Arrangement of Robe distribution and collection counter	1 no	15x30	
6	All electric facility including lights and DG (Apprx. 20KW)	As per requirement		
7	Food counter for participants	8 no.s	10x12	
8	Food counter for VVIP (within back stage area)	1 no		
9	Cooler (Stage & Guest room)	As per requirement		
10	Heavy duty Stand fan	As per requirement		



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12.	6 KVA Sound System with all accessories (speaker with 120° dispersion angle; mixing console with 24 no.s input channel)			
13	Podium	2 no.s		
14	Wireless hand-held microphone and microphone with stand	As per requirement		
14	VVIP Chair at Stage	10 no.s		
15	Semi VIP Chair	300 no.s		
16	Chair with cover (normal)	1700 no.s		
17	Sofa (Two seater)	10 no.s		
18.	Sofa (Single Seater)	20 no.s		
19.	Life Size Mirror with frame	3 no.s		
20	Dressing Table	2 no.s		
21.	VIP Toilet (Guest Room)	2 no.s		
23.	Convocation Gate (with Printed Flex, Dimension as University Entry Gate)	2 no.s		
24.	Red carpeting for entry	As per requirement		
25.	Photo Zone (Selfie stand with vinyl printing)	2 no.s		
26.	Centre Table	As per Requirement		



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NB: For any further information or clarifications, please contact the Convenors of Venue Arrangement Committee at 7002110588 & 9707029572.

Terms and Conditions:

1. The sealed cover must be submitted in two separate and sealed sub-envelopes clearly super-scribed as:
 - i. **'Technical Bid'**, consisting of documents, testimonials, etc., pertaining to all technical details/ specifications of item(s), without the commercial terms and conditions as well as details of required compliances; and,
 - ii. **'Financial Bid'**, indicating item-wise base rate(s)/ price(s)/ listed in the relevant Techno-commercial Bid.
2. The two separate, sealed sub-envelopes mentioned in Clause 1 are required to be placed inside a comparatively bigger sealed envelope clearly super-scribed on the top of the same as **"PREPARATION AND INSTALLATION OF VENUE FOR CONVOCATION CEREMONY OF BHATTADDEV UNIVERSITY, BAJALI; STN NO BHATT.U/E&A SEC./STN/2025/6560 DATED 24/02/2025"**. The name and address of the bidder along with valid contact number(s) must be mentioned on each of the envelopes. The bigger sealed envelope addressed to "The Registrar, Bhattadev University, Bajali, Pathsala, Pin-781325, Assam" must be submitted during office hours in the Drop-Box arranged for the purpose or sent by post on or before **2.00 PM of 05/03/2025**. Tender sent by post must be reach by the above time and date. For late delivery by postal or any other authentic mailing services, the institute shall not be responsible.
3. The application must be accompanied by a **compulsory non-refundable bid processing fee of Rs. 1000/-**. The bid processing fees must be deposited through SBI Collect. (for depositing bid processing go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions- Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Bid Processing Fees-Rs. 1000/-then fill in all the details—then click next—Click Next—Select payment type—then make payment) Applications with no bid processing fee will be rejected. The bid processing fee acknowledgement receipt shall be submitted along with the Technical Bid.



4. The bids will be opened on **05/03/2025** at **2.30 P.M.**
5. In case the date of bid submission/ date of opening is declared a holiday by any jurisdictional authority, then the following working day of the University will be treated as due date for bid submission/ opening. The bid received after due date and time or without sealed cover or in torn condition shall not be entertained under any circumstances whatsoever.
6. Any addendum, corrigendum, notice of date extension, etc. will be posted on the University's website only. As such, it is in the bidder's interest to stay alert regarding such notices/notifications.
7. All bids received will be opened, scrutinized and evaluated by a committee constituted for the purpose of selection and recommendation with respect to the successful vendor.
8. Evaluation shall be done separately for each category of items as deemed fit by the committee.
9. The University shall deal with the bidder directly, and thus, no middle-men/ agents/ commission agents etc. should be asked or encouraged by the bidder to represent their cause.
10. All pages of the bidding document and supporting materials, annexure/enclosures etc. must be sealed and signed by the bidder or their authorized signatory. All entries by the bidder should be legibly written. Any over-writing, corrections and cuttings should bear initials of the authorized signatory. Ideally, corrections should be made by writing again instead of 'shaping' or over-writing.
11. The employees of Bhattadev University or their immediate family members shall not be eligible to participate in the bidding process. For the purpose of this clause, immediate family members comprise dependent parents, sons, daughters, brothers, sisters and spouse.
12. All technical documents along with the supporting documents in conformity with the terms and conditions are to be placed in a sealed envelope with Price quotations for various components/System clearly indicating the amount including various tax components etc.
13. No separate tender paper will be issued from the office; one should only download the bid document along with Specifications from the university website: <https://bhattadevuniversity.ac.in>



14. The rates should be quoted in Indian Rupee. GST (CGST, SGST, IGST), admissible duties, rates and other taxes, if any, all of which shall be shown separately. Insurance, wages of manpower, and other incidental expenses must be borne by the selected bidder themselves. The items must be delivered to the University free of cost.

15. Rates must be quoted item wise. PAN/GSTN wherever applicable, must be mentioned.

16. Earnest Money Deposit (EMD):

The Earnest Money Deposit (EMD) of **Rs.15,000/-** (Rupees Fifteen thousand only) (Refundable) must be deposited through **SBI Collect**. (for depositing EMD go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions- Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Earnest Money Deposit (EMD)- then fill the amount-----fill in all the details—then click next—Click Next—Select payment type—then make payment) failing which the Tender will be rejected.

Provided that any concession in bid security deposit as may be notified by the State Government from time to time for encouraging local industries or small business, micro and small enterprises located in and operating from the State, recognized start-ups located in and operating from the State, individual bidders belonging to different reserved categories of the State, individual physically challenged bidders of appropriate levels of disability, and women entrepreneurs etc., shall be allowed accordingly on production of the relevant certificates from the competent authorities.

14. **Lowest rate may or may not be the sole selection criterion for award of the work order. However, the negotiations, if necessary, to be made by Bhattadev University with the L₁ bidder (s) may be held for finalizing the order.**

16. All other terms and conditions will be as per the Bhattadev University rules and regulations.

17. Bhattadev University reserves the right of modifications, cancellations and decisions in regard to the entire process.

18. **The bidder must have at least 3 similar work experience in the last 5 years.**

Enclosures-cum-Checklist



Documents etc. which must be placed inside the sub-envelope titled

'Technical Bid' are:

- i) SBI Collect receipt of the **Bid processing fee** worth **Rs. 1000/-** with transaction id.
- ii) SBI collect receipt of the **EMD** worth **Rs. 15000/-** with transaction id.
- iii) Copy of bidding document duly sealed and signed by the authorised signatory representing the bidder.
- iv) An undertaking on the letterhead of the bidder clearly stating that 'all terms and conditions stipulated in the bidding document are unconditionally acceptable to us'
- v) Copy of valid/ up-to-date trade license issued by the competent authority under jurisdiction of Assam State.
- vi) Copy of PAN card
- vii) Copy of certificate pertaining to GST registration
- viii) Copy of document(s) indicating income tax returns (ITR) filing for the last Financial Year.
- ix) Copy of documents/ testimonials indicating prior work experience of similar nature.
- x). Hard Copy (paper) of the duly filled up prescribed format of 'Schedule of

Rate' at **Annexure-B** must be placed inside the sub-envelope titled '**Financial Bid.**'

xi) Soft Copy of the duly filled up prescribed format 'Schedule of Rate' at **Annexure-B** must be submitted in password protected Excel File Format and same should be mailed to undersigned. The password should be placed inside the sealed-envelope titled "Password" failing to which the tender will be rejected.

Registrar

Bhattadev University, Bajali
Registrar i/c
Bhattadev University, Bajali

