



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
National Institute of Technology Raipur
(Institute of National Importance)
G.E. Road, Raipur – 492 010 (C.G.)

Phone : (0771) 2254200
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E-mail : director.nitr@rediffmail .com
Website: www.nitr.ac.in

No./NITRR/8th Convocation 2017/.2224...

Raipur, Date 28/11/17

To,

SUBJECT: QUOTATION ENQUIRY FOR CONVOCAION PANDAL

Dear Sir,

This Institute intends to have a waterproof pandal and a stage in the campus of NIT Raipur for the 8th Convocation of the institute, scheduled on 23rd Dec 2017. List of the Work/ items is enclosed as annexure 1. Your quotation for this in a sealed envelope should reach by 11-12-2017 by 3:00 P.M. positively to "The Registrar, NIT Raipur (C.G.) - 492010. **"QUOTATION FOR CONVOCAION PANDAL"** Should be written on top of sealed envelope. The envelopes will be opened preferably on **11-12-2017** at 3:30P.M.

PLEASE NOTE THE FOLLOWING:

- (1) The quotation is liable to be rejected without asking any further clarifications, if not submitted as per the following conditions.
- (2) The rate should be FOR destination including taxes. Nothing extra will be paid in such case.
- (3) Taxes, if extra, should be clearly indicated, failing which the rate quoted in the quotation will be considered as inclusive of all taxes.
- (4) There should be no alteration/corrections in the quotation. Quotation should be given in figure and words, both.
- (5) The pandal must be ready and complete with all items mentioned overleaf on or before **22nd Dec 2017 morning by 8:00 AM** and must remain such **up to 24th Dec 2017, 6:00 P.M.** Quote your rates for this period of time. No extension will be granted for the completion of the work.
- (6) After convocation on 23rd Dec 2017, bidder has to clean the pandal and rearrange the seating if required for next day program. New red carpet inside the pandal must be laid after removing the red carpet laid on previous day.
- (7) The quotation must contain photocopies of certificates related to GSTN and PAN card number of the bidder and copy of the income tax return of the last three years.
- (8) The quotation must contain photocopies of experience certificates with work value of more than 08 lakh for single work of similar nature undertaken in last three years from state/ central govt organisation/PSU.
- (9) An EMD of Rs 60000/- drawn in favour of the Director, National Institute of Technology Raipur (C.G.) must be submitted along with the quotation. The EMD of the firm whom the work will be allotted will be returned only after the satisfactory completion of the work. The rest of the firms will get their EMD after the issue of the work order.
- (10) Payment will be released only after satisfactory completion of the work, within 30 days after receipt of bills.
- (11) Necessary safety precaution should be taken at work site by the bidder/firm. The bidder/firm shall be solely responsible for the security of the site, injury and any untoward incidents.
- (12) The undersigned reserves the right to accept the lowest or any other quotes and also of rejecting all or any quotation without assigning any reasons for the same or to split up the quotation as he may deem fit.



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(13) No advance
payment, either with the firm

concerned or agent R/R will be made to any supplier. Please note that any other payment terms or such type are not negotiable.

- (14) Quotation must be valid for a period of at-least three months.
- (15) Minor changes in work due to site conditions have to be accommodated.
- (16) The firm should ensure that their work should not disturb the regular institutional activities. If any property of the institute gets damaged during the work, it will be the responsibility of the firm to repair the same at the earliest.
- (17) All the disputes with regards to the contract of the work will be subject to Raipur jurisdiction only.

Yours faithfully

 Registrar
National Institute of Technology Raipur
12/11/2017



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8th Convocation NIT Raipur

Annexure-1

ITEM OF WORKS:

S.No	Item of works	Unit.	Qty.	Rate (Rs.)	Amount (Rs.)
1.	Convocation Pandal by using steel Shell Structures with water proof cover at top and white colour sealing	Sq.Ft	80'X240' =19200		
2.	New Red carpet of standard width (5 Ft)	Per Running Ft.	1500 Ft x 5 Ft		
3.	Carpet inside pandal	Sq.Ft	19200		
4.	Complete stage of size 60'X40'with 5' high and stepped along with red coloured new carpet, stairs complete with backdrop at both side (4 No.)	Per Sq.Ft floor area	1		
5.	Executive chair with white Turkish towel for dias.	Per chair	5 Nos.		
6.	Table for dias in front of 5 executive chairs with new white cloth.	No.	01set		
7.	VIP chair with white Turkish towel for dias	Per chair	45 Nos.		
8.	Sofa of good quality for seating of minimum three persons/sofa	Per sofa	60 Nos		
9.	Central table of size 3'x2'	Per piece	10 Nos.		
10.	Banquet chair with cover	Per chair	600 Nos.		
11.	Moulded chair (without handle)	Per chair	1000 Nos.		
12.	Chinese Flag pole	Per pole	50 Nos.		
13.	Welcome gate	Per gate	3 Nos.		
14.	Shade cover for convocation March	Sq.Ft	5000		
15.	Side wall for various spaces	Sq.Ft	5000		
16.	Temporary toilet adjacent to the pandal	1 No.			



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S.No	Item of works	Unit.	Qty.	Rate (Rs.)	Amount (Rs.)
17	Fire Extinguisher/Fire brigade	Nos	30 / 1		
18	Floral decoration on stage and pandal complete: 1. Artificial flower arrangement on upside of backdrop, 2. Natural flower arrangement for dias, stage front, three welcome gates and shade for convocation march 3. Five numbers natural flower table pots, table and podium decoration. Decoration may be extra up to 10%.	Lump sum			
19	Flex backdrop, flex at entrance, name plates etc. 1. One 10'X40' size flex with frame and fixing, 2. One 30'x7' for photograph background 3. Name plates – 10 Nos. (A4 size) with ground support 4. Name plate at Dias - 5No 5. Welcome gate flex & frame at main gate - 3 No. (13x 6 ft - 2 no, 13x 5ft - 1 no) 6. Welcome gate flexes 2 No near pandal (15 x 3 ft - 2 no) 7. Important notice No. 8. Emergency exit- 4 No. Flex printing may be extra up to 10%.	Lump sum (Size may vary)			
20	Barricading for parking	1200 RFT			

- Note: 1. Quotation should include transportation, and fitting of items, complete. Taxes should be Mentioned separately
2. The quantities mentioned above are approximate and may change at the time of execution.

Registrar
National Institute of Technology Raipur
12/11/2017