



# JHARKHAND UNIVERSITY OF TECHNOLOGY

Science and Technology Campus, Sirkha-Toli, Namkum, Ranchi-834010 (Jharkhand)

Letter No: - JUT-214/2024/Purchase/1151

/ Ranchi, Date: 28/09/2024

## Short Notice Tender

**Jharkhand University of Technology Ranchi** invites a Sealed tenders under “**TWO BID SYSTEM**” from a reputed Tents/Decoration/Event Management Firms/Agency for the First Convocation scheduled to be held on 15<sup>th</sup> November at Science & Technology Campus, Namkum, Ranchi.

2. The bidders must quote the rates as per the following scope of work: (1) **Decoration:** (i) Setting up of the auditorium for the convocation and custom decoration with University’s branding (ii) Preparation and decoration of robing area and VIP lounge for the dignitaries along with a VIP refreshment area (iii) Branding / Flex with standard decoration at all the venues of dinner, lunch and convocation.

(2) **Additional Arrangements:** (i) Centre Table and VVIP chairs with covers for Dais (ii) Generator (iii) Screens to project the event inside the auditorium (iv) Live Streaming of the event along with still and video photography (v) Any other item as per requirement

3. Kindly provide the rate of tentative items in the format attached as **Annexure I:**

**Eligibility Criteria:** Documents should be attached for proof for the following.

1. Agency should have a minimum average annual turnover of Rs. 01 (One) Crore in the last five financial years ending 31.03.2024.
2. Experience in executing similar nature of work in past five years in any Govt./Autonomous/statutory University/ State Government. Experience in arranging similar nature of VVIP programmes in reputed private organizations may also be considered.
3. Trade / Municipal license of Jharkhand towards registration of service provider / agency
4. GST registration
5. Permanent Account Number (PAN)

Technical bid (including EMD of Rs. 20,000 in the form DD in the Favor of Jharkhand University of Technology payable at Ranchi) and financial bid should be sealed by the tenderer in two separate covers duly super scribed as “**Technical Bid**” and “**Financial Bid**” respectively and keep both the bids in a single envelope which will also be superscribed as “**Decoration Service for the First Convocation**” and must be submitted to the Registrar, Jharkhand University of Technology, Ranchi on or before **21/10/2024; Time 5:00 PM**. Technical bid will be opened on **19/10/2024; at 3:00 PM** in presence/ absence of bidders authorizes representatives at the same address. The financial bids of only technically qualified bidders will be opened and the date, time and venue for the same will be communicated through the email/university website. The lowest bid will be decided on the basis of quoted total price and shall be communicated.

Sd/-

(Nishant Kumar)

Registrar (I/C),

Jharkhand University of Technology, Ranchi

Sr. No.	Item Details Description	Unit	QTY	Unit Rate
1.	Wooden VIP Chair	Nos	10	
2.	Centre Table	Nos	10	
3.	Big Towel	Nos	10	
4.	Hand Towel	Nos	10	
5.	LED Riser 18'*4'*3'	Sq.ft	72	
6.	Side Wings 11.5'*2Nos with Flex	Sq.ft	184	
7.	Skirting 18'*3 with Flex	Sq.ft	54	
8.	Standeas 3'*6'with Flex	Nos	20	
9.	Welcome Box Gate Structure with Flex 20'*3'*4, 10'*3'*8	Nos	480	
10.	Console Masking 20'*4'	Sq.ft	80	
11.	Carpeting 50'*60'	Sq.ft	3000	
12.	Deepstand With Accessories	Nos	1	
13.	Gajibo	Nos	6	
14.	Round Table Set	Nos	15	
15.	Table with Cloth & Frill	Nos	70	
16.	Banquet Chair with Cover	Nos	120	
17.	Chowki	Nos	10	
18.	Waterproof Food Stall 'U' Shapae 300'*10'with Ceiling	Sq.ft	3000	
19.	Border 300'* 4'	Sq.ft	1200	
20.	Truss Walling 400'* 10'	Sq.ft	4000	
21.	Green PVC Carpeting	Sq.ft	10000	
22.	LED 20'* 10'	Nos	1	
23.	Switcher	Nos	1	
24.	Slide Changer	Nos	1	
25.	Laptop	Nos	1	
26.	Pointer	Nos	1	
27.	Kitchen Challa 20'* 20'	Sq.ft	400	
28.	Stage Gardening	RFT	70	
29.	Table Bouquet	Nos	7	
30.	Podium Décor	Nos	1	
31.	Deepstand Decor	Nos	1	
32.	Wall Bouquets	Nos	25	
33.	Hand Bouquets	Nos	7	
34.	Gate	Nos	3	
35.	Plants with pots	Nos	50	
36.	Generator	Nos	1	
37.	Live Streaming	NA	NA	
38.	Photo & Videography	NA	NA	
39.	Transportation	NA	NA	