

PRESIDENCY UNIVERSITY
86/1 College Street, Kolkatta – 700 073
Tender Notice No. PU/Convo/Deco/15-16/1
Date: 23-07-2015

Tender for the supply of the various items related to decoration, sound,
lighting, etc. in connection with the 3rd Convocation2015 of Presidency
University, Kolkata to be held on 22-08-2015

Quotations in sealed cover addressed to “The Finance Officer, Presidency University, 86/1 College Street, Kolkata-700073” are invited from the reputed decorators for the supply of various goods related to decoration, sound system, lighting, etc. in respect of the 3rd Convocation Presidency University, Kolkata to be held on 22nd august 2015. The quotations should be made by the bidders in their original letter head. **Quotations should be accompanied with the duly filled up Application Form (Annexure – D).** Self-attested photocopies of the valid Trade License, copy of the PAN card, Service Tax Registration Certificate and other relevant credentials are to be enclosed with the said application form. No advance payment will be made. Payment will be made after successful completion of the work. **A non-refundable demand draft for Rs.500/- (Rupees Five hundred) only in favour of Presidency University payable at Kolkata should be enclosed with the quotation as application fees.** The sealed cover should be duly superscribed with the Tender Notice No. and Date and the words “DECORATING GOODS” and should be dropped in the Tender Box kept at the Purchase Cell of the University at the Ground Floor of the Main Building in the Presidency University campus.

LAST DATE OF SUBMISSION OF QUOTATIONS TO THE OFFICE OF THE FINANCE OFFICER, PRESIDENCY UNIVERSITY: 05-08-2015 up to 3.00P.M.

DATE OF OPENING OF THE QUOTATIONS: 05-08-2015 at 3.30P.M.

The University reserves the right to accept or reject any quotation in part or full without assigning any reason.

Sd/-
Registrar
Presidency University, Kolkata

ANNEXURE-I

APPLICATION FORM

FORMAT TO BE FILLED BY THE QUOTER

1. Name of the Quoter:
2. Status of the Quoter:
(attach documents, if registered company/partnership/proprietary ship)
3. Address (Head Office / Registered Office)
with Phone No. and e-mail id :
4. Present Address with Phone No. and e-mail
id:
5. Name of Proprietor / Managing partner/
Managing Director / authorised signatory :
(attach details)
6. Income Tax return / Clearance Certificate (latest) (attach attested copy) :
7. Name and address of at least three largest
Customers with value of purchase order :
(attach copies of documentary evidences)
8. Income Tax PAN No. (attach copy) :
9. Service Tax Registration No. (attach copy of the
certificate)
10. Trade Licence / ROC Certificate No. :
(attach copy of the certificates)
11. Details of Tender Fees Bank Draft No., issuing branch and date:

DECLARATION

1. I,----- Son/DaughterofShri-----
-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatoryof M/s. ----- am
competenttosignthisdeclarationandexecutethistenderdocument.
2. Ihavecarefullyreadandunderstoodallthetermsandconditionsofthetenderand
herebyconveymyacceptanceofthesame.
3. Theinformation/documentsfurnishedalongwiththeaboveapplicationaretrueand
authentictothebestofmyknowledgeandbelief.
4. I/ we am /are well aware of the fact that furnishing of any false information/ fabricated
document would lead torejection of my tender at any stage besides
liabilitiestowardsprosecutionunderappropriatelaw.
5. Each page of the tender document and papers submitted by my Company / firmis
authenticated, sealed and signed, and I take full responsibility for the entire
documentssubmitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY
UNIVERSITY,Kolkataorinanynationalorganizationor educationalinstitute/university for
any supplies,productsor services,.

SignatureoftheAuthorizedPerson

Date:-----

Full Name_____

Place:-----

Designation with Seal

Contents of the Quotation in the letterhead duly signed by the authorized signatory of the Quoter with Rubber Stamp

Supply of the following goods on hire in connection with 3rd Convocation of Presidency University, Kolkata to be held on 22-08-2015

Sl. No.	Decorating Goods	Rate	Unit	Amount
1	Stage Back drop(frame only)		40' X 20' = 800Sq ft.	
2	Dias V.I.P. Chair		06nos	
3	Banquet Chair with white cover & Bow at stage		40nos	
4	Head table with cover &frill fittings		1 no.	
5	Head table with cover on the stage		18nos	
6	Stage sound 4 pair J.V.L. set up Monitor Cordless, Corded, Podium, Total sound Set			
7	Stage lighting with scanner, par -69 dimmer, etc.			
8	Spot light fitting at Green Room / changing room area		04nos	
9	Metal light for Foyer		04nos	
10	Green synthetic carpet fitting on the stage flooring Measurement 40' X36'=1440 sq ft.each		1440sq.ft.X 5 nos.	
11	Flower Decoration by Imported flower (Stage Gardening, Auditorium inside wall arrangement,centre table, back head table Decoration, Derozio& Netaji statues decoration etc.)			
12	Welcome overhead box gate in front of University Entrance Gate by Ply finished (Frame Only). Measurement : Two Pillars each of width 4' and depth 3'; Clear height 16'; Top frame with width 4' and depth 3'; Open space of length 19' 6''.		01nos	
13	Green Synthetic Carpet fittings at Main Building Balcony		1926 sq.ft.	
14	Flower Decoration at Main Building three (3) statues			
15	Banquet chair with Golden Ribbon at Foyer		30nos	
16	Executive leather double sofa		03nos	
17	Executive single sofa		02nos	
18	2 no 10' ft. Registration Counter beside Derozio statue with 10 pcs chairs		2nos	
19	2 nosStage for Presidency Choir		15'*3' + 6'*3' = 63 sqft	
20	Sound system set up for rehearsal for 2 days		02 days	
21	Plasma / Led T.V. Set up for live telecast with camera at Auditorium		03nos	
22	Flower decoration on the entrance gate (by Various flowers as per requirement).			

23	Presentation tray with cover		12nos	
24	Stall at Geology Dept. for robe distribution with chair, table etc. each stall size 10'X10'		08nos	
25	Decoration in front of VC's Office with flower Pots etc.			
26	Chemical toilet at ground		4 nos.	
27	Temporary water proof shed cloth ceiling walling on the auditorium passage; size 60'X30'=1800 sq. ft.		1800 sqft	
28	P. V .C chair inside auditorium		70 nos.	
29	Transport charges UP and Down			

Signature with Rubber Stamp of the Bidder

Name

Address

Date:

Notes:

- (i) Rate per no. / piece to be specified in respect of the items specified in units; for other items total amount to specified.
- (ii) No. / Units may increase or decrease as per the requirement.
- (iii) The information regarding requirement, wherever applicable, should be obtained by the interested bidder from Dr.MuktishAcharyya, Department of Physics and Dr.KalyanHalder, Department of Geology on 27-07-2015.
- (iv) The above price should be inclusive of all taxes and charges, except transport charge, if any, which is to be specified separately.
- (v) Total Amount including transportation charges is to be specified.