

PRESIDENCY UNIVERSITY
86/1 College Street, Kolkatta – 700 073
Tender Notice No. PU/Convo/14-15/2
Date: 1-12-2014

**Tender for the supply of the various goods related to decoration, sound,
lighting, etc. in connection with the 2nd Convocation 2014 of Presidency
University, Kolkata to be held on 21-12-2014**

Quotations in sealed cover addressed to “The Finance Officer, Presidency University, 86/1 College Street, Kolkatta-700073” are invited from the reputed decorators for the supply of various goods related to decoration, sound system, lighting, etc. in respect of the 2nd Convocation Presidency University, Kolkata to be held on 21st December 2014. 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 – I).** Self-attested photocopies of the valid Trade License, copy of the PAN card, I.T. clearance 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 works. **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 First 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: 08-12-2014 up to 3.00P.M.

- **DATE OF OPENING OF THE QUOTATIONS: 08-12-2014 at 3.30 P.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/propriety 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 Permanent A/c No. (attach copy) :
9. Trade Licence / ROC Certificate No. :
(attach copy of the certificates)
10. Details of Tender Fees Bank Draft No., issuing branch and date:

DECLARATION

1. I, ----- Son /Daughter of Shri -----
-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatory of M/s. ----- am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we am / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company / firm is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services,.

Signature of the Authorized Person

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 2nd Convocation 2014
of Presidency University, Kolkata to be held on 21-12-2014**

1. Stage Back drop = 30'x 20' =600 sq.ft.
2. 4 nos Diase V.I.P. Chair s
3. 40 Nos. Banquet Chair with white cover & Bow at stage
4. Head table covered & fril fittings
5. 2 nos. 10' ft. registration counter beside
Derozio statue with 10 pcs chair
6. Stage sound J.V.L. set up Monitor Cordless,
Corded, Podium, Total sound Set up as per the requirement
7. Stage lighting with scanner, para -69 dimmer,
etc. as per your requirement.
8. Spot lighting fitting 4 nos at Green Room / changing room area.
9. 4 nos metal light for emergency purpose
10. Green synthetic carpet fitting on the stage
flooring Mesmt. 40' x 36' = 1440 sq.ft.
11. Flower Decoration by Imported flower
(Stage Gradening, Auditorium in side wall arrangement
centre table, back head table Decoration, Derozio &
Netaji statue decoration etc.)
12. 1 no. welcome overhead box gate in front
of University Entrance Gate.
13. Green Synthetic Carpet fittings at Main Building Balcony
from Ground Floor. Mes : 1926 sq.ft.
14. Flower Decoration at Main Building statue
15. 30 nos. banquet chair with Golden Ribbon

at Derozio Hall Auditorium

16. 3 nos executive leather double sofa
17. 2 nos executive single sofa
18. 18 pcs Head table fitting on the stage
19. 2 nos stage fitting on the left side of Auditorium
Diase, Mesmt. 15'x3', 6'x3'=63 sq.ft. .
20. Sound system set up for rehearsal purpose 2 days.

21. 2 nos. plasma / Led T.V. Set up for
live telecast with camera at Auditorium
22. Flower decoration on the entrance gate of Derozio Hall
(by Various flowers as per requirement).
23. 12 pcs presentation tray with cover
24. 8 nos Counter at Geology Dept. for dress court
purpose with chair, table etc
25. Banquet chair with white cover for PCR - 30 pcs
27. Executive Food Table Set up at the professor common Room.
28. Round table setup at the PCR=6PC
29. 4 nos. chemical toilet at ground
34. Transport charges UP and Down

Notes:

- (i) Rate per no. / piece to be specified in respect of the items specified in nos. / pieces
- (ii) The information regarding requirement, wherever applicable, should be obtained by the interest party from Dr. Debapriya Bhattacharyya, Department of Bengali, on 5-12-2014.
- (iii) The above price should be inclusive of all taxes and charges, except transport charge, if any, which is to be specified separately.
- (iv) Total Amount including transportation charges is to be specified.