

NOTICE INVITING QUOTATION



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Devghat, Jhalwa, Prayagraj - 211 015 (U.P.) INDIA

**NOTICE INVITING QUOTATION FOR HIRING OF STAGE, SEATING, TENTAGE &
LIGHTING ARRANGEMENTS FOR EFFERVESCENCE 2025 AT IIIT-A.**

Ref. No.: IIITA/SP/NIT/1914/2583/2026

Department DEAN (STUDENT AFFAIRS), IIIT-Allahabad

Contact Person:

For Technical Query

Dean (Student Affairs)

Email: deanoffice.sa@iiita.ac.in

Tel: 0532-292-2045

For Commercial Query

Stores & Purchase Section

Email: info.purchase@iiita.ac.in

Tel: 0532-292-2804

REQUEST FOR PROPOSAL

Indian Institute of Information Technology (IIIT-A), Allahabad is organizing its prestigious annual cultural festival “Effervescence 2025”, tentatively scheduled from the evening of 21st February 2026 to 22nd February 2026. The event will witness participation of distinguished VIP guests, faculty members, students and other invitees.

Being a prestigious Institute-level event, sealed quotations are invited from experienced and reputed agencies/firms for Hiring of Stage, Seating, Tentage & Lighting Arrangements for a period of two (02) days, scheduled from the evening of 21st February 2026 to 22nd February 2026, at IIIT-Allahabad, as per details given below:

Requirements:

Sl. No.	Description of work	Size	Qty	Unit	Rate/Unit (in Rs.)	Amount (Rs.)
1	Stage + Ramp (Height 5')	56' x 36' + T shaped (stage)	1	Nos.		
2	Riser	8dx8wx2h	4	Nos.		
3	DJ Riser	4x12 (3 feet height)	1	Nos.		
4	LED wall riser	4dx53wx3h	1	Nos.		
5	Chinese Canopies	5 normal canopy and 1 Pakoda canopy	6	Nos.		
6	Monitor world MOH	8X16X5	1	Nos.		
7	FOH	1X16X24	1	Nos.		
8	FOH Table	3X6	5	Nos.		
9	Ramp	20X8X5	1	Nos.		
10	Stairs (Accurate to Stage Height)	-	2	Nos.		
11	Stalls	(12' x 12')	20	Nos.		
12	Table with (cloth + border)	3x6	100	sq.ft		
13	Chair (standard)	-	200	Nos.		
14	Sofa (3 Seater)	-	22	Nos.		
15	Green Room - 2 (Complete with Table, Chair and Mirrors)	(18' x 12') Sq.ft	2	Nos.		
16	Barricading	-	120 0	R.ft.		
17	Mojo Barricading	-	500	R.ft.		
18	Watch Tower	(10x10x15) sq.ft	1	Nos.		
19	Chair - Fiber	-	600	Nos.		
20	Bedding (1 x Gadda, 2 x Bedsheet, 1 x Pillow)	-	150	Nos.		
21	Console Tent	(15' x 15' x 12')	1	Sq.ft		
22	Bamboo (12 Ft)	-	60	Pcs		
23	Registration Desk Tent	(18' x 18' x 10')	1	Sq.ft		

24	Green Matting (Front Stage) – Matt should be clean	-	100 00	Sq.ft		
25	LED Halogens (including input wire circuit and grounding for supply)	150 watt	180	Nos.		
26	China Light (including input wire circuit and grounding for supply)	-	250	Per Thou sand		
27	Halogen (including input wire circuit and grounding for supply)	250 watt	10	Nos.		
28	Pedestal Fan	-	20	Nos.		
29	Wiring 6mm	-	500	R.mtr.		
30	Wiring 10mm	-	350	R.mtr.		
31	16mm - 4 core wire	-	450	R.mtr.		
32	25mm - 4 core wire	-	450	R.mtr.		
33	35mm - 4 core wire	-	450	R.mtr.		
34	70mm core cable	-	300	R.mtr.		
35	Change Over	-	7	Nos.		
36	Channel Board	-	1	Nos.		
37	Power Board	-	50	Nos.		
38	Power Point	-	50	Nos.		
39	LED Bulb (including input wire circuit and grounding for supply)	50 watt	100	Nos.		
40	LED Rod or Light (including input wire circuit and grounding for supply)	-	50	Nos.		
41	Speakers 12 watt for Auditorium	-	4	Nos.		
42	Wireless Mic. for Auditorium	-	6	Nos.		
43	Wired Mic. for Auditorium	-	6	Nos.		
44	Collar Mic. for Auditorium	-	4	Nos.		
45	Supporting Mixer & amplifier for Sl. 32,33,34,35 for Auditorium	-	1	Nos.		

Total Amount (in Rs.)

Transportation

Labour Charges

GST (Please specify applicable %)

(i) Grand Total

(ii) Sponsorship provided by the Vendor including GST

Net Total (After deduction of Sponsorship (i)-(ii))

- The specifications and quantities mentioned are **indicative** and may be modified depending upon the **actual site conditions and operational requirements**.
- If the GST column is left blank or not mentioned, the evaluation shall be carried out by adding GST at the prevailing statutory rates to the quoted basic price. The resultant amount shall be treated as the Grand Total for the purpose of inter-se ranking of bids.

Interested firms may quote the rates in the prescribed format to "**The Deputy Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj – 211 015, U. P.**

E.M.D.: Bid Security fee is Rs.45,000/- (Rupees Forty Five Thousand only). Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then a hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Deputy Registrar (Store & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Prayagraj, Pincode-211015 otherwise, bid will not be accepted. In the envelope super scripted the tender Id or tender reference Number and with the company full address.

MSME vendors will have to submit the Bid Security of 50% amount (i.e. Rs. 22,500/-) at the time of bidding. Any bid without Bid Security will not be considered.

The details for payment are as follows:

Name of the Account Holder : IIIT A EMD and Security Deposit Account

Bank & Branch - Punjab National Bank, Pipal Gaon, Jhalwa, Prayagraj

Account No. : 8636000100031943

IFSC Code : PUNB0863600

SCHEDULES OF EVENTS

The eligible participants are requested to note that dates mentioned in the schedule of events IIIT Allahabad reserves rights to modify these dates at any time.

S No.	Event	Timeline
1.	Publication of Notice Inviting Quotation	08/01/2026
2.	End date of submission of Notice Inviting Quotation	19/01/2026 04:00 PM
3.	Publication of Corrigendum, if any	13/01/2026 10:00 AM
4.	Opening of Notice Inviting Quotation (NIQ)	19/01/2026 04:30 PM

SUBMISSION PROCESS

Tenderers/Bidders are requested to submit the quotation by courier/speed post with details of specifications, terms & conditions superscribing the name of the tender, ref. number and closing date on the top of the envelope addressed to the Deputy Registrar (Stores & Purchase), IIIT-Allahabad upto 19/01/2026, 04:00 PM. Quotations duly sealed may also be dropped in the tender box placed in the office of Deputy Registrar (Stores & Purchase), IIIT-Allahabad Postal delay will not be entertained.

Quotation documents submitted by the Bidder should be concise and contain only relevant information as required under the Bids shall consist of supporting proofs and documents as defined in the Eligibility criteria.

PERIOD OF VALIDITY OF QUOTATION

The proposal shall remain valid till 45 days from the date of opening of Bid. However, in exceptional circumstances, IIIT-Allahabad ask for extending the period of validity and such a request shall be binding on bidders.

SCOPE OF WORK

The selected agency shall be required to provide, install, operate (wherever applicable) and dismantle complete Stage, Seating, Tentage, Lighting, Electrical and Allied Arrangements for the smooth conduct of Effervescence 2025 at IIIT-Allahabad, as per the detailed requirements given below. All materials shall be of good quality, aesthetically suitable for a prestigious event and strictly compliant with safety norms.

ELIGIBILITY CRITERIA

The bidder must meet the following minimum eligibility criteria. Bids not meeting these criteria shall be summarily rejected:

Legal Status

The bidder shall be a registered firm/agency/company/proprietorship/partnership legally entitled to carry out event management, tentage, lighting and allied works.

Experience

The Bidders must have experience of satisfactory handling/ successfully executed at least 03 (Three) similar work related to hiring/providing of stage, seating, tentage and lighting arrangements for cultural events, festivals, institutional events, concerts or similar nature during/ Convocations/Alumni Conventions/International Conferences/Any function of gathering more than 500 persons in IIT/NIT/IIIT/Centrally Funded Institutions/Any Organization of repute such as High Court, Indian Railways and Armed Forces etc. in last 03 years.(documentary proof to be attached).

Documentary Evidence

Self-attested copies of relevant work order(s)/agreement(s) along with completion certificate(s) / satisfactory performance certificate(s) from the client shall be submitted as proof of experience.

Financial & Statutory Compliance

- A. The bidder must possess a valid GST Registration Certificate.
- B. The bidder should not have been blacklisted or debarred by any Central/State Government Department, PSU, Autonomous Body, or Educational Institute during the last three (03) years from the date of submission of the quotation. A self-declaration to this effect shall be submitted by the bidder.

Technical Capability

The bidder shall have adequate in-house resources, technical manpower, tools and equipment to execute the work in a safe, timely and professional manner, including electrical and backup power arrangements.

Site Familiarity

The bidder shall be deemed to have inspected the site and assessed the requirements, logistics and constraints before submission of the quotation. No extra claim on this account shall be entertained at a later stage.

TERMS & CONDITIONS

1. Rates quoted shall be inclusive of all taxes, duties, transportation, installation and dismantling charges
2. The determination of the Lowest Bidder (L1) shall be based on the Net Evaluated Price, which shall be calculated by subtracting the sponsorship amount offered by the bidder from the total quoted price. The bidder offering the lowest Net Evaluated Price after such adjustment shall be considered as L1.
3. Order Placement & Lead Time: The successful bidder shall be issued a Work Order at least five (05) working days prior to the scheduled start date of the event.
4. Compliance Confirmation: By submitting the bid, the bidder acknowledges and confirms their capability to mobilize resources and complete all preparatory work within a five (05) days timeframe. Bidders must ensure their ability to comply with the stipulated timeline before participating in the bidding process. No request for extension of time or delay on the grounds of late order placement shall be entertained.
5. The installation and commissioning of Lighting and Tentage decoration shall be completed in advance, well before the tentative programme schedule, i.e., from the evening of 21st February 2026 to 22nd February 2026, as per the directions of the Buyer / Organising Committee.
6. Any damage to institute property during execution shall be made good by the agency at its own cost
7. The agency shall deploy adequate trained and experienced technical staff, supervisors and electricians at site throughout the event period for operation, monitoring and immediate rectification of faults, if any.
8. The agency shall comply with all applicable labour laws, safety regulations, electrical rules, GST provisions and local authority requirements. Any penalty arising out of non-compliance shall be borne solely by the agency.
9. The quotation should clearly mention the cost of materials, labour charges, service tax (if applicable), and any other charges separately.
10. Additional requirements of Tentage and/or Lighting items, if any, may arise during the programme depending upon the specific needs of the Effervescence Committee. The successful bidder shall arrange to provide such additional items, as approved by the competent authority, at rates as per the contract / mutually agreed terms.
11. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.

12. Tenderers are desired to quote all the items as mentioned above, failing which quotation will not be considered.
13. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation shall be rejected outright.
14. In case of difference between the Unit Rate & Amount due to wrong calculation, Unit rate will be considered for evaluation purpose.
15. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
16. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm will have to replace the fake/sub-standard items with genuine ones immediately. Additionally, they will also be liable to be blacklisted.
17. Conditional quotations are liable to be rejected. In the event of acceptance, the Director's decision shall be final and binding on both the parities. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications will not be considered.
18. The right to accept or reject any tender/quotations, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
19. Payment will be made within fifteen days after completion of work and satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.
20. The Institute reserves the right to accept or reject any or all quotations without assigning any reason thereof.
21. Bidders who have previously failed to execute any supply order after issuance of the contract, by IIIT-A during the last 02 years from the publication date of this bid are not eligible to participate.
22. If the supplier/Contractor/Agency fails to execute the contract and informs IIITA about its inability to execute the order and non-compliance of the contract, the supplier/Contractor/Agency shall be liable for debarred for a period of 02 years and bid security will be forfeited.

23. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in/ CPPP Portal. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of tender for any corrigendum/addendum/ amendment. IIIT-A will not be responsible for ignorance of corrigendum.

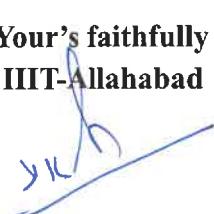
24. Tenders may fee. free to contact the Purchase Section through E-mail info.purchase@iiita.ac.in for any clarifications.

25. The lowest rate will not be the basis of the claim to get the order.

26. All legal disputes shall be subject to the Jurisdiction of Hon'ble Court of Prayagraj.


Prepared By

Your's faithfully
For IIIT-Allahabad


Deputy Registrar (S&P)