

Offers/ Quotations are invited from Event Management Company for providing "Venue Arrangement Services in connection with convocation at SPA Bhopal"

Sir/Madam,

SPA Bhopal is an Institution of National Importance, Ministry of Education, Govt. of India located at Bhauri, Bhopal. In reference to the above cited subject, please quote your best rates for Supply and Preparation of Venue. The details of Items are as follows:-

S NO	ITEM DISCRPTION	UNIT	QUANTITY	RATE Rs.	AMOUNT Rs.
1	PILLAIRLESS WATERPROOF MS STRUCTURE OF WITH 90 FT WITH WHITE CEILING (500 seating capacity Dome)	SQ FT	10800		
2	STAGE LIGHT - 20 PAR CANS , 10 LED LIGHTS	NOS	30		
3	SOUND SYSTEM- 6 TOPS , 2 PODIUM WITH 2 MIC EACH , 6 ADDITIONAL MICS WITH STAND , 2 CORDLESS MICS	LS	LS		
4	CHAIRS WITH WHITE COVERS	NOS	300		
5	GENERAL LIGHTING- 20 LED HALOGENS , 10 PLUG POINTS , CABLING AND SWITCHGEAR	LS			
6	MAIN STAGE AT 4 FT HT WITH 19 MM PLY , CARPET AND STAIRS BOTH SIDE	SQ FT	1280		
7	STAR MEDIA BLACK OUT BACK DROP	SQ FT	600		
8	TRANSPORTATION	NOS	16		
9	12X10 FT LED FOR BACKDROP WITH 3 FT RISER AND MASKING	SQ FT	240		
10	GATE 15 X15 FT WITH 4X4 BOX PILLAIR AND TOP	NOS	1		
11	VIP CHAIR WITH COVERS,CARPET, SOFA WITH CENTER TABLE	NOS	100		
12	TABLES WITH SHEET AND FRILL	NOS	100		
13	GENERATOR	NOS	1		
14	FLOWER DECORATION - STAGE FRONT , HEAD TABLE , GATE , VIP LOUNGE	LS	LS		
15	HANGER FOR FOOD ZONE WITH CARPET AND TABLES + VIP Dining + 500 seating capacity Dome	SQ FT	6300		
16	VIP LOUNGE FOR ROBINING AND HI TEA INCLUDING SOFA SEATING ARRANGMENTS FOR 16 PERSONS	LS	LS		
17	WEB LIVE STREAM (INTERNET TO BE PROVIDED)	LS	LS		
18	DIGITAIL STILL CAMERA	NOS	2		
19	VIDEO CAMERA SETUP FOR LIVE STREAMING	NOS	3		
20	42 INCHS TV WITH STAND	NOS	3		
21	CABLING AND INTERGRATION OF 3 TVS , 2 LED WALL USING KRAMER AND LAPTOP WITH REMOTE	LS	LS		
22	SIGNAGES IN HALL 10 NOS	NOS	10		
23	HEAD TABLE FRONT WITH FLEX , LOGO FOR PODIUM	LS	LS		
24	SIGNAGE BRANDING 8 X 4	NOS	8		
	TOTAL			Rs.	
	GST @%			Rs.	
	TOTAL WITH GST			Rs.	

GSTN No. of firm	<u>Tick Registration Category</u>				
	Regular GST scheme		Composition taxpayers		
Name and Address of Firm					
	CITY		PIN Code		State
Contact Person Name			Mobile No		
Signature			Email ID		

Please submit your quotation with all details by hand/Post latest by **17-10-2022; 05:00** pm positively.

Dr. Prof. Sanjeev Singh
The Coordinator (9th Convocation),
School of Planning and Architecture,
Neelbad Road,
Bhauri, Bhopal-462 030 (MP).

Eligibility Criteria

1. Should be a registered event management Firm/Company.
2. Should have successfully conducted convocations at National Institute.
3. Should have turnover of Rs.50 lakh or more during the previous FY 2021-22. Turnover certificate duly verified by CA must be attached.

Terms and Conditions of the Supply Order:

1. Rate of the item is all inclusive of the taxes & transport charges (as mentioned in your quotation).
2. All items shall be made available & installed before 2 days from the convocation date or as and when required.

Payment Terms:

3. On receipt of Tax Invoice, payment will be made within 15 days after deduction of applicable taxes on satisfactory report.
4. All payments will be made through NEFT/RTGS for which bank details as mentioned in Tax Invoice.

Order Cancellation :

The Institute reserves the right to cancel the work order in the event of one or more of the following circumstances:

- Breach by the firm of any of the terms and conditions in the proposal;
- Any action by the service provider which is in breach of law or accepted practices in commercial transactions;

Please Note:

- *Institute reserves the right to accept or reject any/all Rate Enquiry without assigning any reason, thereof.*
- *Institute reserves the right to cancel the Rate Enquiry Process at any stage, before awarding the contract.*