



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

NOTICE INVITING QUOTATION (NIQ)

ET-NIQ- 3483 Dt: 09.02.2026

Online Tenders in 02 Bid System (Technical and Financial) are invited through the **Central Public Procurement Portal** (CPPP) for e Procurement (at <http://eprocure.gov.in/eprocure/app>) from reputed Event Management Firms / Decorators/ Tent Houses, etc. for “**Venue Preparation (Providing, execution and maintenance of temporary Venue) for the XXIII Convocation of Tezpur University**” as per following details.

General Information about the NIQ

Last date and time for submission of Bids: 18.02.2026 (11.59 PM)

Date and Time of opening of Bids: 19.02.2026 (09.30 AM)

Place of Opening of Bids: Online

Earnest Money Deposit: Rs. 40,000.00 [Pl. see Sl 4 of General Terms & Conditions]

Items:

Sl. No.	Items	Approximate value of the contract in ₹
1	Venue Preparation (Providing, execution and maintenance of temporary Venue) for the XXIII Convocation of Tezpur University	20 lakhs

(Detail Technical Specification/Compliance Sheet and BoQ are attached/uploaded separately at Annexure-III)

Primary Eligibility Criteria:

- The Bidder must have relevant experience of providing similar Venue and Hall Management services preferably in Higher Educational Institutes, Government Organizations during the last five (5) years.
- The bidder must be providing the services in the state of Assam having registered office in the state of Assam.
- The bidder should not be blacklisted by Tezpur University or any other Educational / R&D / PSU / Govt. organizations. A certificate or undertaking to this effect must be submitted.

Please read the NIQ document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIQ terms with full understanding to its implications: Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

(Handwritten signature)



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Additional Terms & Conditions:

- (a) The bidders should quote for all the items as mentioned above.
- (b) The rates are to be quoted in Sq.ft./ Quantity / Nos. (whichever is applicable).
- (c) Approximate size may vary and the final size / area to be served will be intimated before two days of the programme by the Convener of hall management and venue preparation Committee, XXIII convocation. The payment will be as per actual work / supply.
- (d) Quoted rates should be valid at least for a period of 60 days.
- (e) The guidelines and instructions of the Hall Management and Venue Preparation Committee, XXIII Convocation of Tezpur University must be followed.
- (f) Interested parties may visit the site on any working days between 9.00 am to 5.00 pm and submit their EMD in the Store & Purchase Section, Administration Building, Tezpur University, Napam on or before the last date of submission of Bids.
- (g) No advance payment will be made to the vendor. The bill must be submitted by the bidder within 7 days after the programme is over, for settlement.
- (h) The University reserves the right to accept or reject any or all the quotations without assigning any reason.

GENERAL TERMS & CONDITIONS:

1. No separate tender paper will be issued from the office; one should only download the specifications from the CPP Portal of Govt. of India or the Tezpur University website (www.tezu.ernet.in).
2. Bidders / Tenderers are to ensure that they are **GST compliant** and that their quoted tax structure / rates are as per GST law. The rates should be exclusive of taxes and applicable tax percentage should be clearly indicated. Financial / Price Bid format where taxes cannot be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.
3. Rates: Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
4. **Quotations should be accompanied by**
 - i) An EMD (*in the form of Demand Draft only*) for the amount as stated above, drawn in favor of Registrar, Tezpur University, payable at Tezpur. No request for consideration of earlier deposited EMD will be considered.
 - ii) Bidders who are MSME / NSIC registered needs to furnish a "Bid Security Declaration" (format enclosed at **Annexure-I**) in lieu of EMD accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of three (03) years from participating in any future bid invited / published by Tezpur University. Bidders, who are MSME / NSIC registered, seeking exemption from payment of EMD, are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME / NSIC will be strictly adhered to.
 - iii) The original copy of the EMD and Bid Security Declaration should be submitted / reach the "**Deputy Registrar, Store & Purchase Section, Administration Building, Tezpur University, Napaam-784028, Tezpur, Sonitpur, Assam**" before opening of the Bids in an envelope superscribed as "**EMD for ET-NIQ- DT-..... (Title of the Tender)**". Failure to do so may result in rejection of the bid.

AM



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5. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
6. Validity of Quotation: Quoted rates must be valid for at least **60 days** from the last date of submission of quotation.
7. Applicable levies, surcharge and discounts should be clearly indicated item wise.
8. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
9. **Technical Evaluation:** Technical bids will be evaluated and ranked by the award as ACCEPT & REJECT. Only the price bids of ACCEPTED vendors would then be considered by the concerned Purchase Committee of the institute.
10. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
11. **Payment:** 100% payment after successful delivery, installation and commissioning and acceptance by the user.
12. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
13. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
14. Incomplete quote will be rejected.
15. **Award:** The Final Award will be given to the vendor, selected by the Purchase Committee on the lowest quote basis.
16. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
17. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
18. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
 - i) any law, statute or ordinance, order action or regulations of the Government of India,
 - ii) Any kind of natural disaster, and
 - iii) Strikes acts of the public enemy, war, insurrections, riots, lockouts, sabotage.
19. Termination for default: Default is said to have occurred.
20. **Evaluation Criteria:** To ensure that each bidder has the necessary qualifications and resources to full fill its obligations under the contract, the following criteria shall be followed:
 - a) The Eligibility, Financial, Experience & Support criteria shall be passed before the technical criteria.
 - b) Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT.



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- c) Only the ACCEPTED vendors will be considered for price bid. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

21. ADDITIONAL TERMS FOR IMPORTED GOODS:

Following additional terms will be applicable in case of foreign supply:

- a) **Rates:** Rates quoted should be on **DELIVERED DUTY PAID** basis, with break-ups as per details given in the BOQ,
 - b) Any query related to Technical Specifications, Instruction to Bidders and Terms & Conditions must be made before 7 working days of last date of submission of bids to Stores & Purchase Section, (snp@tezu.ernet.in), Tezpur University.
22. Applications for release of EMD should be submitted to the Registrar / Deputy Registrar (S&P) / Assistant Registrar (S&P), Tezpur University. A copy of the Bank Mandate / Bank Details as per **Annexure-II** shall have to be enclosed with the letter enabling to release/refund the EMD amount.
23. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.

Instructions to Bidders for Online Bid Submission

1. The bid is to be submitted online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>
2. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the agencies / bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
3. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
4. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
5. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
6. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
7. Agency/Bidder may go- through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
8. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
9. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
10. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.



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11. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
12. From my tender folder, he selects the tender to view all the details indicated.
13. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
14. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xIs/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
15. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
16. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
17. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
18. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
19. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
20. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
21. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
22. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
23. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
24. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
25. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as



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a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

26. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
27. All the data being entered by the bidders would be encrypted using PK! encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
28. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
29. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
30. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
31. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over tocppp-nic@nic.in.

AO
9/2/26

Deputy Registrar (S&P)
Tezpur University



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Annexure-I

(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated on

_____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



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Annexure-II

**FORMAT FOR BANK DETAILS OF VENDOR/PAYEE FOR THE PURPOSE OF
PAYMENT THROUGH PFMS**

Name (as appear in Bank records)	
Aadhar No. (if applicable)	
GST No. (if applicable)	
PAN (mandatory)	
Complete Address: (mandatory)	
Address	
City	
District	
State	
PIN Code	
Mobile No. (mandatory)	
Email (mandatory)	
Bank A/c No. (mandatory)	
Bank Name & Branch (mandatory)	
IFS Code (mandatory)	

(Signature of vendor/payee)

With Seal

Annexure-III

**Venue Preparation (Providing, execution and maintenance of temporary Venue) for the XXIII Convocation of Tezpur University
Detailed SPECIFICATIONS OF THE CONVOCATION VENUE Preparation Work**

Sl. No.	Item	Quantity	Specification	Details
1	Installation of Main Entrance Gate	3	Dimension: 16 {H} × 18 {W} ft Material: Bamboo/wood/iron and Cloths	-
2	Installation of Half Entrance Gate in road	2	Dimension: 16 {H} Material: Bamboo/wood/iron and Cloths	-
3	Installation of Big Tent. It should be all weather Tent.	1	Size: 200 {L} × 120 {B} × 20 {H} ft, Surface area=24000 sq. ft.	The cloth of tent shall be NEW ONE .
4	Carpet for entire tent area		24000 sq. ft.	Carpet shall be NEW ONE
5	Installation of Main Stage.	1	Metal frame stage. Size: 50 {L} × 70 {B} × 5 {H} ft, Load Capacity: Minimum 120 people at any point of time. (9-ton). Height to be increased to 5.5 ft towards the rear end with slope.	Guest long table cover must be good quality water-absorbent type clothe. A separate partition (250 sq. ft.) for CoE/Academic Section. The bidder shall cover the floor of stage with new carpet .
6	Ramp with railing to reach stage	2	20 {L} ft × 5 {W} ft (slope 1:4)	The bidder shall cover the floor of ramp with new carpet .
7	Staircase with railing to reach stage	3	12 steps (1ft tread × 5 in. rise × 5 {W} ft)	The bidder shall cover the floor of staircase with new carpet .
8	Plastic Chairs with full covers (White/Cream)	2000	-	-
9	VIP Cushioned Chairs with White Color Cover	350	-	-
10	Stage Flower Decoration	1	Convocation Hall: Table Size [22 {L} ft × 2.5 {H} ft], fresh flower to be provided	-
		2	Convocation Hall: Podiums [4 {H}ft × 2.5 {W}ft] fresh flower to be provided	-
		-	Convocation Hall: Convocation Hall decoration, flowers must be new ones	-
		1	Convocation Hall: Front side of Convocation stage, flowers must be new ones	-
11	Biotoilet for Washroom+ Urinals (Temporary)	2	KBR Hall stage, flowers must be new ones	-
12	Tents for Medical Emergency, food, security etc.	14	It should be useful for both male and female Each Size: 10 (L) ft × 8 (B) ft × 10 (H) ft.	-

Contd...

Sl. No.	Item	Quantity	Specification	Details
13	Ramp for camera	2	Size: 6 (L) ft x 6 (B) ft x 5 (H) ft	-
14	Fire extinguisher for the entire convocation programme	10	DCP Cylinders 4 kg capacity each	-
15	Banner (Backdrop, Entrance Gates, Main gate etc)		High-quality flex printed banners with a minimum resolution of 600 DPI, printed on durable PVC material	-
16	Photography Point for Awardees With Tezpur University logo Decorated with Colourful Floor	2	Each Size: 10 {L} ft x 16 {B} ft x 10 {H} ft. Platform height 1/2 ft, properly decorated with new flowers.	-
17	LED Video Wall Display with frame/stand	2	LED Size: {12 ft. x 8 ft.}, Frame Size: 12(L) ft x 4(B) ft x 5(H) ft	-
18	Sound system for the entire convocation programme		Tent Size: Size: [200 {L} x 120 {B} x 20 {H}] ft, Surface area=2400 sq. ft. Stage: Size: [50 {L} x 70 {B} x 5 {H}] ft.	Bidder shall arrange all the necessary items for all electrical connections. Electricity supply will be provided by the university.
19	Lights, fans and and. other electrical equipment for Big Tent and Stage and Main Gates		25 Nos. of pedestal fans, 25 Nos of ceiling fans, LED Lights providing proper illumination at the stage and hall.	Bidder shall arrange all the necessary items for all electrical connections. Electricity supply will be provided by the university.
20	Air Cooler	4	For guest sitting at Stage	
21	Table for webcasting equipments	4	4 ft {L} x 2.5 ft {B} x 3 ft {H}	Installation with wood and iron along with covering with fabric
22	Dustbins and other miscellaneous items	8	Minimum capacity of each dustbin must be 250 Litres	-

- The bidder must visit the Convocation venue site and understand the actual requirements before submission of bid. The details of the **contact person(s)** for any clarification is **sarat@tezu.ernet.in (e-mail), +91-94354-90539 / 73999-95907 (mobile) (Prof. Sarat Saharia, Chief Convener, XXIII Convocation)**.
- The work (installation and handover) must be completed in all respect at least 2 days ahead of actual convocation date (proposed date is between 09.03.2026 to 14.03.2026; final date to be notified in the 2nd half of February 2026). Sufficient manpower must be deployed on the venue site till the end of actual convocation event. **The work includes dismantling and clearing the site within 2 days of closing of the convocation.**

Sarat Saharia
12/2/26