



COTTON UNIVERSITY
Panbazar, Guwahati-781001

SQN are invited in two-bid system from Agency/Firm, etc for **“Supply of Convocation Foods”** and **“Preparation of Convocation Venue”**. The last date bid submission is 24.11.2025.

For details of the EOI's check www.cottonuniversity.ac.in

sd/-
Registrar,i/c

Hiren Deka

Registrar i/c
Cotton University
Panbazar, Guwahati- 781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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Short Quotation Notice(SQN) for "Preparation of Venue"

SQN-No. CU/S&P/2025/17 Dt. November 14, 2025

Short Quotation Notice (SQN) are invited in Two-bid system from experienced Professional Agencies/ Firms/etc for **Preparation of Venue for Convocation Programme, 2025** in connection with the ensuing convocation to be held at **Srimanta Sankardeva Auditorium, Panjabari** on **9th December, 2025**. The following terms and conditions, which are the minimum criteria for this bids/SQN, shall be applied herein:

- The SQN document pertaining to this notice must be downloaded from the University's website i.e. www.cottonuniversity.ac.in. The bidding document must be submitted in sealed cover, super-scribed as **"Preparation of Venue for Convocation Programme, 2025, Cotton University: SQN: CU/S&P/2025/17, Dt. 14.11.2025** and addressed to **"The Registrar, Cotton University, Panbazar, Pin-781001, Assam"**. The name, contact and address of the bidder(s) must be mentioned in the Sealed Cover, which must be submitted during the office hours **on or before 2.00 PM of 24.11.2025** in the drop box arranged for the purpose. Bid Opening may be done by the same day at 3.15 PM in presence of the bidders.
- **Rate quoted by the bidder must be inclusive of all applicable taxes & duties, wages of manpower, onsite delivery, etc (if any), etc.**
- The University reserves the right to amend or withdraw any of the terms & conditions and also update /modify/supplement the minimum criteria / requirements at any point of time for short-listing the bidder.
- Besides, the University reserve the right to accepts, consider or rejects any or all the bids/offer without assigning any reason in lieu thereof.
- The agencies are encouraged to provide as much information and description as possible about their organization, their financial strength, profile of the technical man power in the organization, client profile along with Contact details and their demonstrated professional competency of similar works. The agencies/firms are requested to provide cost of their proposed items/concepts design along with expected date of delivery.
- The reputation of the Firms/Agencies, business turnover, duration of its existence, client profile would be considered in short listing the agencies.
- The University reserves the right to reject any or all the Eols without assigning any reasons whatsoever received against this advertisement
- The law of the land shall be apply to the supply contract(s) / Purchase Order(s) arising out of this bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts failing under the jurisdiction of Kamrup Metropolitan district authority.

Through this EOI, the University will shortlist highly Professional Agencies/Firms having similar experience of "arrangement of venue" for the ensuing Convocation 2025 of the University. The short listing will be made in terms of design(if any), quality service, delivery/execution of the work on time, professional competency, prior experience and the involvement cost value of work.

- The work in all aspect will be considered as a "Single Service", hence all items rates will be considered to award the contract/PO. No partial contract/PO for separate items will be considered.
- **Documents, etc which must be placed inside the Techno-commercial cover** (along with the other relevant documents mentioned above) are :-
 - (i) Photocopy of Up-to-date Valid **Trade License** with **Event Management Registration**
 - (ii) Photocopy of GST & 3B Upto-date/Latest GST Filling documents.
 - (iii) Photocopy of minimum 03 no's **Purchase Order/Order** related to Convocation/Convocation Venue Preparations in University/Institute of Higher Education's within last



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03 years in the NER, preferably within Assam.

- (iv) Photocopy of valid Labour license.
- (v) Photocopy of PWD Building License (Class-I A registration)
- (vi) Photocopy ITR of last 3 years with minimum 50 Lakhs turnover with CA Certified copy
- (vii) Photocopy EPF and ESIC with up to date documents.
- (viii) Copy of this **NIB/bidding documents** duly sealed & signed by the authorized signatory representing the bidder thereby implicating that all norms & conditions stipulated herein are unconditionally acceptable to the bidder.

A Pre-bid meeting is may be arranged in the University premise will be held on 20.11.2025 at 3.00 PM to discuss the issues, if any.

The tentative requirements are as follows: (**Price Bids** to be placed in Separate sealed envelope)

SI No	Particulars of items	Quantity	Size(sq. ft)	Rate
1.	Pandal (iron hanger) for food area (incl. Celing Fan, Padestrial Fan, LED Light, Unintrupted power supply facility/DG set(with Fuel) and other related electrical works.	2 sets/locations (The mentioned sizes are may be vary, as per the space available / requirements)	36'x 80' (for approx 500 person) 70'x100' (for approx 1300 person)	(The Quoted Rate should be inclusive of all items including all applicable taxes, payments, etc in all aspect)
	Cooking Setup		30' x 20'	
	Stall (Panel board)	12 no's	8' x 10'	
	Steel chair with cover	20 no's		
	VIP Chairs	30 no's		
	VVIP Chairs	5 no's		
	Sofa (Three Seater)	3 no's		
	Air-conditioning	4 no's(sufficient cooling should be maintained)		
	VIP Room Setup (Panel board) with Sofa set 3 Nos., Centre table 2 Nos. with flower bouquet.	1 job	40' x 50'	
	VIP Room Carpeting	1 job	30' x 50'	
	Dressing Room for Students with mirrors	1 no's 3 no's (full size mirrors)	20' x 20'	
	Red Carpeting for Entry Area		80' x 6'	
	Food court Fan/ light	1 no's		
	Flower Decoration (Stage, Gate, Podium and Table Bouquet)	Stage of Sankardeva Auditorium(as per requirements)		
	Food Area for VIP's	3 Seater Sofa (3 no's) VIP Chairs(20 no's) Full Size Mirrors (2 no's) Centre Table(2 no's)		
	LED Wall	2 no's	30' x 10' 12' x 8'	
	Ramp for LED Wall	1 no's	30' x 4' 12' x 4'	
	Backdrop Flex Printing and wooden Framing	1 no's	30' x10'	



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Backdrop Ramp	1 no's	30' x 3'
Stage Carpeting		57'x 48'
Main Gate Banners	3 no's	18' x 3' 12' x 3'(2 no's)
Standee(as per reuirements)	30 no's	6' x 3'
Photo zone	2 no's	10' x 8'
Selfie Stand(Stand with vinyl printing)	2 no's	
Flex Printing and Framing	1 no's	28' x 4'
Flex Printing with framing Near Hall Entrance	1 no's 4 no's	16' x 4' 5'x 8'
Flex For Stall	12 no's	2' x 3'
Podium Branding	2 no's x 3 sides	4' x 2.5'
PVC Chairs	700 no's	
Desk with Frill	100 no's	
Centre Table	6 no's	
Hall Entry Décor		30' x 8'
Sound System for outdoor with cordless mike(with DG)	2 no's	
Pogoda (6 mtr x 6 mtr)	7 no's (Canopy for stall with carpeting and other requirements)	
View cutter cloth masking	500 x 14 feet	
Flag Stick(Steel) with base	6 feet	1
Fiber Connection (web casting)		1
Main Entrance Gate with Flex print and Iron framing		Pillar (14' x2.5') x 2 Nos. Top(19x3)
Entrance Gate for VVIP Flex Print and Iron framing		Pillar (7.5' x 2') x 2Nos Top(14'x 2')
2D Flat Gate in Front of Sankardeva Hall (Flex, frame, fixing, etc)		Pillar (9' x 2.5') Top (25' x 3')
Carpeting in Sankardeva Hall		43' x 21'
VIP Food Area in Front of VIP dressing area		53' x 6' 33' x 15'
1 st Floor lobby area carpeting for VVIP movement		50' x 6'
VVIP Entrance 2 nd Gate		55' x 6'
Carpeting in front of VIP Chairs to stage area		80' x 11'
Carpeting in front of dining area		50' x 17'
Other Misc Items like Tray/name tag, Gamucha, direction standee,etc, if any	as per requirements	

The Agencies/Firms must be capable of completing their work order and supply the same to the Cotton University on or before

(Dr. Hiren Deka)
Registrar, i/c

Hiren Deka

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Memo No. CU/S&P/2025/26/Pt-1/... **7269-73**

Dated **14/11/25**

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, GOA; is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam Tribune' and 'Amar Asom', as well as submit the invoice in triplicate format for claiming the release of payment.
2. The P.S. to the Vice Chancellor, Cotton University.
3. Prof. Sudipta Nandy, Convenor, 4th Convocation, Cotton University.
4. The Finance Officer, Cotton University.
5. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of this bidding document in the University's website.

Him Sena

Registrar i/c
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