भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR
"An Institution of National Importance by an Act of Parliament"
Survey No. :140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO : Dongargaon(Butibori),District: Nagpur (Maharashtra)-441108
Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

(Please quote "REF CODE NO" for reference in all documents)

QUOTATION ENQUIRY

SUBJECT: QUOTATION FOR HIRING OF STAGE, MANDAP, TRUSS, AND OTHER SUPPORTING ITEMS FOR *ABHIVYAKTI EVENT 2026* AT IIIT NAGPUR.

Supplier Name: -	**Ref No.: IIITN/ADMIN/STAGE-ABHIV /QUOT/2025-26/20**	**Date of issue: - 13.02.2026**
M/s	**Last Date of Submission: - 23/02/2026 up to 03.00 PM At IIIT Nagpur Permanent Campus**	
Ph No: -		
Email id: -	**Opening Date of Quotation: - 23/02/2026 at 03.30 PM**	

On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover for **Quotation for Hiring of Stage, Mandap, Truss, and Other Supporting Items for *Abhivyakti Event 2026* at IIIT Nagpur.**

The quotation should be valid for 90 days from the date of submission.

Quotation should reach the Registrar, **Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)- 441108 on or before 23/02/2026 up to 3:00 PM**.

It will be presumed that the rates quoted by the firm are inclusive of all taxes on **D.A.P. Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108 basis.**

Information / Documents which are found to be false / incorrect / forged / fake, will lead to disqualification of the quotation. The Institute shall be free to take any action including blacklisting the firm / company.

Each and every document submitted with the quotation along with this quotation format should be duly signed & stamped failing which, submitted quotation may be treated as non-responsive. The decision of the Director, IIITN shall be final on the matter.

The Institute reserves the right to reject any or all quotation, wholly or partly or close the quotation at any stage prior to the award of contract without assigning any reason whatsoever.

INCOMPLETE OR CONDITIONAL QUOTATIONS MAY BE REJECTED.

SCOPE OF WORK FOR REQUIRED ITEMS FOR THE EVENT AT IIIT NAGPUR AS FOLLOWS: -

Sr. No.	Item	Specifications (Qty)	Details & Technical Specs	Days
1. Stage and Structural Setup				
1.	Main Stage	size 40 ft x 32 ft and 6 ft height	Provide a stage of size 40'x 32 and 6' height using MS framed, plywood panels on MS pipe/ 'angle support with cross bracing, and the bottom (three sides) also should be covered with neat plain cloth with the matching Colour Surface: Commercial Plywood. 'Must have a Non-slip, Black Matte Finish. Reinforced for high load capacity (Dance troupes/heavy gear). ***Must be perfectly leveled. No creaking boards. Bidder to ensure no "soft spots" in plywood.***	03
2.	Thrust Stage / Ramp	size 16 ft x 8 ft and 6 heights	Provide a ramp of size 16'x 8' and 6 height using MS framed, plywood panels on MS pipe/ angle support with cross bracing, and the bottom (three sides) also should be covered with neat plain cloth with the matching Colour. (Flush with main stage). Same black matte non-slip finish. ***Must be structurally independent but securely bolted to the main stage.***	03
3.	Aluminum Box Truss (3D Structure)	60 ft x 60 ft (Approx)	Clearance: 30ft vertical height. Design: Box truss with center beam (parallel to 40ft width). High load-bearing for line-arrays and 100+ lighting fixtures. width of stair around 3-4 ft ***Must include "Outriggers" for stability. Use of secondary safety steel wires for all rigged items is 'mandatory.***	03
4.	Staircase Substructure	4 Units	Placement: 2 at front (for winners/guests), 1 on each side. Finish: Properly leveled, covered 'with fresh black matting/carpet. Steps to be provided on side of the stage made in MS angle framed & plywood panels on MS pipe/ angle support with cross bracing, painted, steel hand rail and, carpet covering (Approx width 3 to 4 feet) ***Must include sturdy handrails for the 6ft elevation. No exposed harp metal edges.***	03
5.	Green Room	2 units (10 ft x 10 ft)	Type: Pagoda or Octonorm. Interior: Fully carpeted, 4 chairs, 1 table per room, bright white lighting (makeup grade). 'Wooden Green Room of size 10'x 10 'with floor, carpet, table, hanger, 'mirror and face light for makeup ***Must be 100% opaque from outside***	03
6.	VIP Single seater white s leather sofa	06	VIP Single seater white leather sofa newly stitched for stage seating ***Must be deep-cleaned. No visible stains or tears.***	02

7.	Three-seater steel sofa	12	Three-seater steel sofa newly stitched for audience sealing ***Must be deep-cleaned. No 'visible stains or tears.***	03
8.	Tea Table	03	Wooden Tea table with new polish and fresh glass top for VVIP seating.	02
9.	Plastic Chairs	200	Type: High-quality plastic or banquet chairs ***Without cover for audience sitting ready prior to event***	03
10.	Industrial electric Coolers	10	Industrial electric Coolers for audience seating with arrangement for filing water	03
11.	Console Canopies	As per Console size	Purpose: To protect Sound/Light/VJ consoles. Height: High enough to not block the view of the technicians. ***Must be waterproof and sturdy enough to prevent crowd interference.***	03
12.	Stage Carpeting	1,400 sq ft	Quality: Fresh, Non-woven, Black Matte. Approved Colour brand new Carpet synthetic/ acrylic carpet all over the stage and ramp with joints secured with best quality approved Colour adhesive tape complete ***Must be taped with professional Gaffer tape (no residue).***	03
13.	Ground Carpeting	5,000 sq ft	Coverage: above or equal to 5000ft span covering Console, Seating, and Barricade-to-Stage gap. Color: Dark Green. Approved Colour brand new synthetic/ acrylic carpet mat all over the ramp 50' X 100' with joints secured with best quality approved Colour adhesive tape complete ***Must be pinned down to prevent tripping. No gaps between rolls.*** ***Must be taped with professional Gaffer tape (no residue).***	03
14.	Mozzo Barricading	350 running ft	Type: Heavy-duty "Mojo" style. Addition: Includes 4 movable gate units for emergency/VIP access. Iron Barricade painted and fixed with stands on ground ***Interlocking system must be locked and checked by the security head***.	03
15.	Black Masking	1,700 running ft	Height: Min 10ft. Support: Reinforced by heavy bases/pipes. Black masking with wooden structure and high opacity cloth of height 10 feet ***Must be wrinkle-free and 100% light-proof (Blackout fabric).***	03
16.	Platform for uneven area	720 Sq ft	Platform with Synthetic carpet in the uneven area for walking passage	03

2. Secondary Venues				
17.	Open-Sided Roof Structure like Mandap with ceiling and truss pillars	40ft x 40ft	Type: High-clearance "Roof-only" structure. Supported by 4 to 6 corner/side heavy-duty MS or Aluminum pillars. No side walls. ***Height must be at least 15ft to maintain the "open" feel. Pillar bases must be heavily weighted (sandbags/iron plates) and covered in green carpet/cloth.*** ***In front of the Admin Building and the structure should be sturdy enough to withstand high air pass***.	03
18.	Ground Carpeting	1,600 sq ft (40'x40')	Color: Dark Green. High-density exhibition grade. Approved Colour brand new Carpet synthetic/ acrylic carpet in front of Admin 40' X 40' with joints secured with best quality approved Colour adhesive tape complete. ***Must be taped securely at all edges; no wrinkles or tripping hazards.***	03
19.	Amphitheater Cloth Roof with ceiling and truss pillars	10,000 sq ft	Type: Scalloped or radial "Kapda" roof. Colors: Alternate Red and White (to match the Enchanted Circus theme). ***Must be tensioned properly to prevent sagging. Height should be sufficient for stage visibility from the top tiers.***	03
20.	Wooden Utility Poles	40 Units	Material: Heavy-duty, treated wooden poles (Bally/Solid wood). Height: 12ft–15ft above ground level. Placement along the main road leading to the Admin and Main Stage areas as per the provided site map. ***Must be installed with a minimum 2ft deep foundation or heavy-duty iron base plate. Must be perfectly vertical and aligned. Must not obstruct vehicle or pedestrian traffic. Poles must be splinter-free and safe*** for public touch.	03

General Terms and Conditions: -

1. **The Abhivyakti Event 2026 of the Institute held on 19th, 20th and 21st March 2026.**
2. The **Successful Bidder shall have to arrange all the resources in terms of Men & Material as per this Quotation to facilitate successful completion of the Event as planned by the Institute for 3 Days 19th, 20th and 21st March 2026.**
3. Bidders may visit the Site identified for the Event at IIIT, Nagpur, Permanent Campus located at Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) District - Nagpur (Maharashtra) – 441108 during any working day between 10.30 AM to 4.00 PM.
4. Selected bidder has to complete the work as per the Scope of Work on or before **19th March 2026 by 11 AM.**

5. Quantity of items / size of items may be increased and/or decreased as per actual requirement.
6. All the structured materials are to be dismantled and fully removed within 2 Days after the Event.
7. The decision of the Institute shall be final and binding in all technical, operational, and commercial matters.

8. Design, Layout & Creative Control

- Finalization of stage design, truss layout, LED wall configuration, lighting plot, décor theme, entry gates, barricading, ambience lighting, and branding shall vest solely with the Institute through the Student Committee.
- The Bidder shall execute work strictly as per the final approved design.
- Any unauthorized modification shall be treated as contractual breach.

9. Scope of Supply (Inclusive Nature)

- The quoted rates shall be inclusive of all costs, including transportation, installation, dismantling, lab our, rigging, rehearsals, sound checks, testing, and logistics.
- No additional claim shall be admissible under any circumstances.

10. Controlled Deviation & Mutual Adjustment Clause

- Minor deviations or adjustments in terms of number of units, square-feet area (increase or decrease), configuration, layout, placement, or make/model of systems may be permitted without inviting a fresh tender, provided such deviation is mutually agreed upon by the Student Committee, the Institute, and the finalised Bidder.
- Such deviations shall be undertaken purely for operational, technical, aesthetic, or on-ground feasibility reasons.
- No such deviation shall result in any increase in the final tender amount quoted. All adjustments shall be accommodated within the original tender value.
- Any additional item or service not explicitly mentioned in the tender may be executed only upon mutual agreement, subject to suitable reduction/adjustment of other items so that the final payable amount remains unchanged.
- No supplementary billing or financial claim shall be admissible on account of such deviations.

11. Stage, Riser, Ramp & Structural Works

- Bidder shall ensure structural stability, load safety, proper bracing, and secure access.
- Any instability, deformation, or damage shall be rectified immediately at Bidder cost.
- Damage to venue infrastructure shall be restored by the Bidder.

12. Truss & Rigging Systems: All truss systems shall be installed using safe and professional rigging practices. Bidder shall be fully responsible for collapse, misalignment, or safety hazards.

13. LED Walls, Screens & Visual Systems

- LED walls shall maintain uniform brightness, Colour accuracy, and resolution.
- Any dead panel, flicker, processor, or controller failure shall be replaced immediately on site.
- Adequate backup panels and processors are mandatory.

14. Absolute Responsibility & Animal Risk

- All wear & tear, breakage, malfunction, loss, or deterioration of equipment from installation till dismantling shall be the sole responsibility of the Bidder.
- The Bidder shall be solely responsible for protection of all equipment from damage caused by animals, stray dogs, birds, or environmental factors present on campus.
- The Institute and Student Committee shall bear zero liability for such losses.
- No claim shall be admissible due to weather, animals, audience handling, artist usage, or power fluctuations.

15. **Immediate Replacement Obligation:** Any damaged, defective, or non-functional item shall be repaired or replaced immediately, at Bidder cost, without affecting the event schedule.

16. **Damage to Institute Property:** Any damage caused to Institute property shall be restored to original condition entirely at Bidder cost.

17. **Mandatory Readiness & Operational Timelines:** The Bidder shall strictly adhere to the following timelines for all three (3) days of the event:

    Amphitheatre & Area in Front of Admin Building
    Ready, tested, and operational by 09:00 AM sharp

    Main Stage
    Ready, tested, and handed over by 12:00 PM (noon) sharp

    Any delay, premature shutdown, or non-availability shall be treated as serious non- performance.

18. **Payment Terms:** Payment shall be released only after successful completion of the work, in accordance with the terms and conditions of the quotation document, within 15 days from the date of submission of the proper invoice, after deduction of applicable statutory dues such as GST. No advance payment shall be admissible under any circumstances.

19. **Penalty for delay in readiness of setup, as per the instructions, shall be levied at a minimum of Rs. 5,000 per hour or as decided by the Institute Authority.**

20. **Forfeiture Clause:** The Institute reserves the right to forfeit any payable amount or dues in case of non-performance, repeated failures, breach of timelines, or contractual violations.

21. **Blacklisting Clause:** The Institute may blacklist the Bidder for misrepresentation, substandard execution, safety violations, or repeated non-compliance. Blacklisting shall apply to all future IIIT events and tenders.

22. **Termination Rights:** The Institute may terminate the contract at any stage without assigning reasons. No compensation shall be payable upon termination.

23. **Sub-Contracting:** Sub-contracting without prior written approval is strictly prohibited.

24. **Jurisdiction:** All disputes shall be subject to Nagpur Jurisdiction only.

25. **Binding Acceptance:** Submission of quotation shall be deemed as unconditional acceptance of all Terms & Conditions.

26. Any amendment or corrigendum regarding this Quotation will be issued on Institute website www.iiitn.ac.in only.

I/c Registrar

Annexure-A

DETAILS OF THE BIDDER

The following details are to be filled by the Bidder and also to be attached the necessary certificates, along with Firm's Registration Certificate without which the quotation may not be entertained.

1	Name & Address of the Agency / Firm / Company	
2	Year of Establishment:	
3	Registered Office Address	
4	Nature of the firm (Proprietorship / Partnership / Private Limited or Cooperative body etc)	
5	Registration No of Firm **(Enclose Copy of the Registration)**	
6	GST Registration No. **(Enclose Copy of the GST Certificate)** ***If GST is not applicable enclose CA Certificate***	
7	PAN No. **(Enclose Copy of PAN Card)**	
8	Name & Address of the Authorized Person	
9	Phone No.	
10	Email-ID	

"FORMAT OF QUOTATION ENQUIRY"

SUBJECT: - QUOTATION FOR HIRING OF STAGE, MANDAP, TRUSS, AND OTHER SUPPORTING ITEMS FOR *ABHIVYAKTI EVENT 2026* AT IIIT NAGPUR.

Ref No.: IIITN/ADMIN/STAGE-ABHIV /QUOT/2025-26/20 **Date: 13.02.2026**

Sr. No	Particular	Size / Qty	Per Unit Amount in Rupees.	Total Amount in Rupees.
1.	Main Stage	size 40 ft x 32 ft and 6 ft height		
2.	Thrust Stage / Ramp	size 16 ft x 8ft and 6 heights		
3.	Aluminum Box Truss (3D Structure)	60ft x 60ft (Approx)		
4.	Staircase Substructure	4 Units		
5.	Green Room	2 units (10ft x 10ft)		
6.	VIP Single seater white s leather sofa	06 Nos		
7.	Three-seater steel sofa	12 Nos		
8.	Tea Table	03 Nos		
9.	Plastic Chairs	200 Nos		
10.	Industrial electric Coolers	10 Nos		
11.	Console Canopies	As per Console size		
12.	Stage Carpeting	1,400 sq ft		
13.	Ground Carpeting	5,000 sq ft		
14.	Mozzo Barricading	350 run. ft		
15.	Black Masking	1,700 run. ft		
16.	Platform for uneven area	720 Sq ft		
17.	Open-Sided Roof Structure like Mandap with ceiling and truss pillars	40ft x 40ft		
18.	Ground Carpeting	1,600 sq ft (40'x40')		
19.	Amphitheater Cloth Roof with ceiling and truss pillars	10,000 sq ft		
20.	Wooden Utility Poles	40 Units		
A	Price for all the above listed items considering indicated quantities (Rs.) =			
B	Less, Education Institutional Discount on A=			

C	Quoted Amount after discount (A-B) =	
D	Add, Good & Service Tax @ Applicable Rates (On C) =	
	Total Quoted Price (C+D)	
Total Quoted price in Words Rs.		

1. The Price Quoted by the Bidder shall be item wise price for the listed items. However, the Financial / Price Bid shall be evaluated on the basis of the lump sum total price in accordance with the Price Bid Format provided in the Quotation Document.

2. The payment shall be released on the basis of unit rate quoted for each item and actual use of the item during Event.

Signature of Supplier **Stamp:**
Date:

(Authorized Signatory)

Annexure – 1
Reference Image

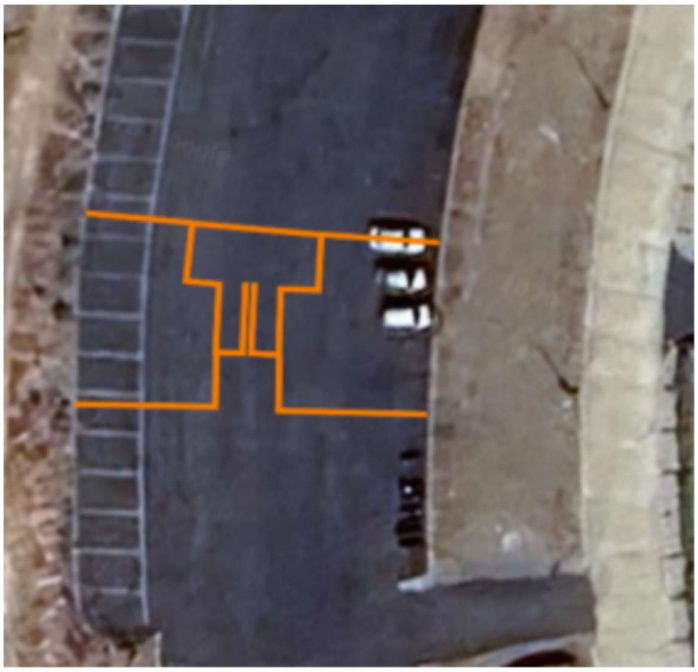
Sr No. 01 Main Stage & 02 Thrust Stage / Ramp



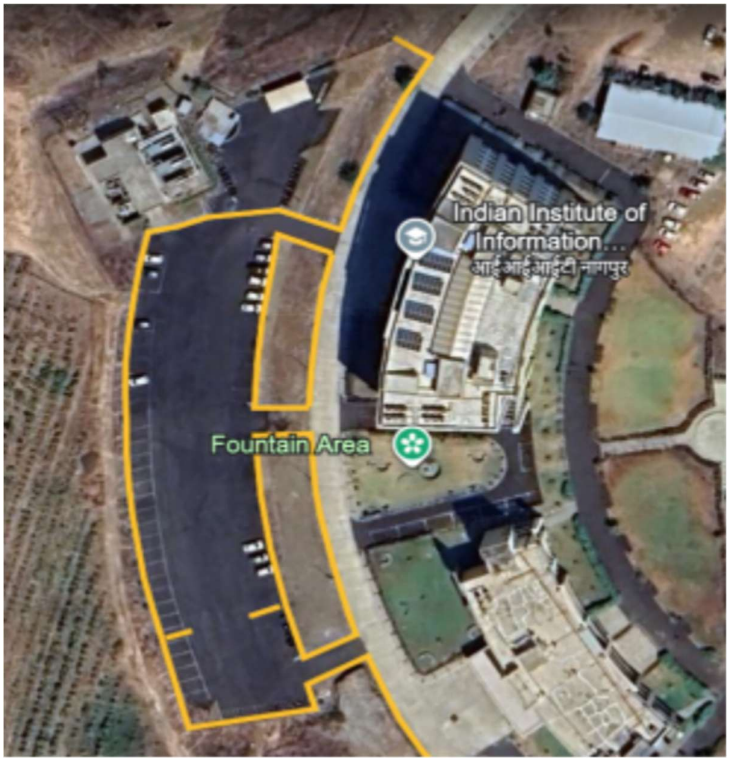
Sr No 05 Green Rooms



Sr No 14 Mozzo Barricading



Sr No 15 Black Masking



Sr No 19 Amphitheater Cloth Roof with ceiling and truss pillars



Sr No 19. Open-Sided Roof Structure like Mandap with ceiling and truss pillars

