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 HIRING DECORATION, LIGHTING, SOUND SYSTEM, ETC. FOR THE E-SUMMIT EVENT AT IIIT NAGPUR.

Supplier Name: - **M/s**	**Ref No.: IIITN/ADMIN/DECOR /QUOT/2025-26/14**	**Date of issue: - 06.01.2026**
Ph No: -	**Last Date of Submission: - 12/01/2026 up to 03.00 PM** **At IIIT Nagpur Permanent Campus**	
Email id: -	**Opening Date of Quotation: - 12/01/2026 at 03.30 PM**	

On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover for **Hiring Decoration for the E-Summit 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 12/01/2026 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.

Signature of Bidder with Seal and Date

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

Sr No	Particulars	Qty	Unit
1	**Backdrop of LED wall (16 x 10)**	**160**	Sq ft
2	**Riser (16 x 4 x 3)**	**64**	Sq ft
3	**Carpet (40 x 40)**	**1600**	Sq ft
4	**Bar Stool**	**06**	Nos
5	**Cob Light**	**08**	Nos
6	**Sharpy**	**04**	Nos
7	**LED Par**	**12**	Nos
9	**Truss**	**02**	Nos
10	**Sound System (04 Monitor, 4 Cordless Mic, 2 Headset Mic)**	**-**	Set
11	**Customized Box gate (20 x 12 Sq ft)**	**01**	Nos
12	**Cloth Stalls for food (10*10 Sq ft)**	**12**	Nos
13	**Platform for Food Stalls (100 x 10)**	**1000**	Sqft
14	**Round Table with cover**	**10**	Nos
15	**Plastic Chair with cover**	**50**	Nos
16	**Single Seater white leather sofa**	**06**	Nos
17	**Wooden tea table**	**03**	Nos
18	**PA System (02 Monitor, 02 Podium Mic, 04 Cordless Mic)**	**-**	Set
19	**Mattress with cover, Pillow and Blanket**	**80**	Nos
20	**Octonum Stalls for exhibition (3 x 3 Mtr) including 2 chairs, 1 table, 1 tube light, plug point and dustbin)**	**30**	Set
21	**Photobooth with backdrop, platform and light (8 x 8)**	**64**	Sq ft
22	**Ambience light at stall area**	**01**	Nos
23	**LED wall (12 x 8)**	**96**	Sq ft
24	**Riser (12 x 4 x 3)**	**48**	Sq ft

1. **The E-Summit Event of the Institute held on 16th and 17th January 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 2 Days 16th and 17th January 2026.**

3. The 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.

Signature of Bidder with Seal and Date

4. Selected bidder has to complete the work as per the Scope of Work on or before **15th January 2026 by 5 PM for 2 Days Event.**

5. **Design for the box gate will be provided by the Institute.**

6. **Any additional fittings required at the event area, other than the items mentioned above and provided by the Institute, shall be entirely in the scope of the vendor, at no extra cost to the Institute.**

7. Quantity of items / size of items may be increased and/or decreased as per actual requirement.

8. The selected Bidder shall be solely responsible for safety, security, insurance (if required) for the items being supplied under this Quotation.

9. All structured materials are to be dismantled and fully removed within 2 Days after the Event.

10. TERMS OF PAYMENT: The Payment shall be released only after successful completion of the work. The Payment shall be released within 15 days of submission of the Invoice after deducting statutory dues like GST as applicable subject to submission of proper invoice.

11. The Selected Bidder shall be responsible for all kinds of transportation, installation and Dismantling of the items required.

12. The time allowed for the work shall be strictly followed otherwise the Bidder shall be liable to pay compensation at the rate of 0.5% of the quoted Price of the work per week of delay on the part of the Selected Bidder subject to a maximum of 10% of the total Contract Value.

I/c Registrar

Signature of Bidder with Seal and Date

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	

Signature of Bidder with Seal and Date

“FORMAT OF QUOTATION ENQUIRY”

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Signature of Bidder with Seal and Date

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.

3. **Note: - Price / Commercial bid & other details should be furnished as per Institute's prescribed format failing which the price / commercial Bid may be treated as unresponsive and may lend to disqualification.**
   We agree to supply the above items for **Total amount Rs_____ (Rs_____ Amount in words) including all** within the period specified in the Invitation for Quotations.

Signature of Supplier **Stamp:** **Date:**

(Authorized Signatory)

Name: -

Email Id: -

Mobile No:

Signature of Bidder with Seal and Date