



Ref. No.:F69.V2/ REG/0179-23

Date: 25.01.2023

## EMERGENT NOTICE INVITING QUOTATIONS

Sealed quotation are invited from bonafide Decorators for Decoration and supply of required materials for the ensuing **4<sup>th</sup> Annual Convocation, 2023** of Cooch Behar Panchanan Barma University to be held on **4<sup>th</sup> February, 2023** at **11:30 AM** in **Utsav Auditorium (adjacent to D.M. Office, Cooch Behar)**.

Specification of Works	Rate Including GST (submitted by Bidder)
1) Decoration of main dais by wooden frame, Lying digital carpet, VVIP chair, VIP chair, tea table Podium, digital flex, flower decoration at the front of dais, flower bouquets & flower vase etc. Also arrangement of all complete sound system including materials and labour charges.	
2) Making Box gate by wooden frame, flex, Flag stand, laying carpet at the front of the UTSAV auditorium. 1 nos, wooden stage for giant screen, flower work at the main entrance, garden etc. All complete including materials and labour charges.	
3) Making view cutter over the boundary wall of the front and 2 side of the UTSAV auditorium. Making registration counter with chair, table with cover, arrangement of pre-convocation meeting with VVIP chair, VIP chair, table, flower basket etc. All complete including materials and labour charges.	
4) Temporary water proof pandal by bamboo structure, Tarpaulin sheet, decorative false ceiling, wall etc as sitting arrangement for 100 guest at the outside of auditorium with chair with cover, table with cover, laying carpet over the floor. All complete including materials and labour charges.	
5) Making temporary pandal by bamboo structure, tarpaulin sheet, decorative false ceiling, wall etc for storing and distribution of food packets for students at the backside of auditorium also for VIP at mahal /Yuba abash with chair with cover, table with table cover, laying carpet over the floor, distribution counters. All complete including materials and labour charges.	
<b>Grand Total</b>	



# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India  
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## OFFICE OF THE REGISTRAR

Ref. No.:F69.V2/ REG/0179-23

Date: 25.01.2023

**Submission of Quotation:** The interested agencies/ firms are required to submit the bid in proper sealed cover superscripted "**QUOTATION FOR DECORATION FOR THE ENSUING 4<sup>TH</sup> ANNUAL CONVOCATION, 2023**" clearly written on top of the envelope, and should reach on **30.01.2023 (up to 02:30 PM)** to the Registrar, Cooch Behar Panchanan Barma University, Panchanan Nagar, Vivekananda Street, Cooch Behar – 736101, West Bengal, India.

Work Order Copies, Credential, PAN Card, G.S.T No, latest IT return, trade license etc., are to be submitted in **Cover-1** and rate to be submitted in **Cover-2** at the time of dropping tender.

Last date of dropping tender: **30.01.2023 (up to 02:30 PM)**

**Date & Time of opening of Financial Bid at Room No. 315 of this University on 30.01.2023 (after 03:00 PM). The bidders may remain present at the time of opening quotations.**

**Tender Fee: Rs. 1000/- (RUPEES ONE THOUSAND ONLY), NAME OF THE A/C: COOCH BEHAR PANCHANAN BARMA UNIVERSITY, SAVINGS ACCOUNT NUMBER: 32741316141, IFSC CODE: SBIN0000058.**

### TRAMS AND CONDITIONS:

1. The University may change any items of works as per requirement if needed.
2. The University reserves the right to accept or reject any tender without showing any reason.
3. The firm should have more than One Years' Experience of Convocation Related Works. (Copy of Work Experience).

Registrar

Registrar

Cooch Behar Panchanan Barma University



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Annexure-I

TECHNICAL BID

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail)
3. Contact person Name and mobile number
4. The number of years of experience in the business. \_\_\_\_\_
5. (a) Registration Number \_\_\_\_\_  
(b) GST Number \_\_\_\_\_  
(c) PAN Number \_\_\_\_\_
6. Whether owned/rented.
7. Bank details:
8. Confirm the Attachment: -

S. No.	Document	Whether attached	Page No.
1.	Whether the firm is in existence for two years or more in the business. If yes, necessary supportive document should be attached?	Yes/ No	
2.	Attach the copies of Work Experience	Yes/ No	
3.	Copy of I Tax Return Acknowledgement , GST Registration Certificate and PAN.	Yes/ No	
4.	Attach the copy of complete address of the Company Office Along with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers.	Yes/ No	
5.	Attach a letter that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/ University in India in last two years.	Yes/ No	

**Declaration**

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized Signature  
with Seal of Company**