

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
INSTITUTE WORKS DEPARTMENT
DIVISION-II

Enquiry No.: IWD/DIV-II/2025/ 284

Dated: 22/05/2025

To

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Dear Sir(s),

The quotations under sealed covers are invited for the **"Hire Charges supply and Fixing of tentage materials i/c flower decoration in compliance to Convocation 2025 at IIT Kanpur for following jobs:**

(A):-Supply and fixing of tentage materials at Inside Auditorium Hall,

(B):-Supply and fixing of tentage materials at Outside Auditorium Hall Main road and Back side road,

(C):-Flower Decoration.

(D):-Providing and fixing Canopy type structure at main and rare entrance "from the requisite similar type of experience of agencies are invited. The duly filled quotation shall be received on or before 27.05.2025 up to 3.00 PM and shall be opened on the same day at 3.30 PM in the office of the IWD, Division-II, IIT Kanpur.

Selection Criteria:

1. The firm should have valid GST Registration, PAN the same should be submitted along with the bid.
2. **The quotation if submitted without Site Inspection form, PAN & GST registration shall not be considered.**
3. Firm should have excellent goodwill and name-fame in the town/district/state.
4. Firm should have minimum 05 (Five) years' experience of providing and fixing of tentage materials.
5. Firm should have completed at least 3 similar works for providing & fixing of tentage and flower decoration in the event of IITs/IITs.
6. Firm should have an average turnover of at least Rs.10 Lacs during the last five years.

Specification of the work:

1. A branded new Unitex red/ Green matting, Kaleen and white cloth shall be brought one day before start of the laying of matting/Kaleen at auditorium. After satisfying the quality of matting Kaleen and white cloth the same be allowed to provide and fixed at the required locations as per the satisfaction of SE, IWD.
2. A decent colour arm resting three-seater sofa shall be provided by the agency at the required locations as per satisfaction of SE, IWD.
3. The all flowers to be brought for the decoration shall be fresh and of excellent quality of different colours. The decoration work shall be completed on the desired locations as per the entire satisfaction of SE, IWD.
4. **The sample of all natural fresh flowers to be used must be get approved from the SE IWD two days before the event.**
5. The sample decoration photographs are also attached for reference.

22/05/25

Terms and Conditions:

1. The Agencies are advised to visit the site to understand the requirement before submitting their offer.
2. The rates quoted should be F.O.R. Kanpur and Free Delivery including loading, carting, unloading at Auditorium Hall, IIT Kanpur or any other place in IIT Campus and stacking as directed by engineer-in-charge at site of work.
3. The rates offered should be inclusive of all labour, T&P, & er-rection cum dismantling charges. The GST shall be quoted separately.
4. The work in all respect inside auditorium shall be completed by 21.06.2025 up to 9.00 PM except flower decoration and carpeting work of Main Gate.
5. The flower decoration and carpeting work at main entrance shall be completed by 4.00 AM of 23.06.2025.
6. A penalty @1% shall be charged if the work is not completed in time.
7. **Providing and fixing Canopy type structure at main and rare entrance will be decided as per weather condidion.**

(R.K. Verma)

Act. Superintending Engineer

Copy to: - 1. Notice Board.

2. Institute web site for up loading the quotation.