



**SEVENTH HALL OF RESIDENCE  
INDIAN INSTITUTE OF TECHNOLOGY  
KANPUR**



**Kanpur-208016**

Office: 0-512-259-4517

No. Hall-7/Hall Day/Enq/03  
March 3, 2015

M/s \_\_\_\_\_

**Subject: Invitation for submitting the sealed quotations for Tent and Decoration in the -  
Hall Day event of Hall-7, I.I.T. Kanpur.**

Dear Sir,

You are requested to kindly provide a sealed quotation for Tent and Decoration in the Hall Day event of Hall of Residence No. - 7, I.I.T. Kanpur. The details of the items to be provided are as per the Annexure-1 of this enquiry. Please submit the quotation in the favor of the Warden-In -Charge, Hall of Residence No.-7, I.I.T. Kanpur latest by 15.03.2015, by 5:00 PM at the Hall-7 office in sealed envelopes. The quotation is to be provided in the format as per Annexure-2. The terms and conditions are:

- The Decoration of hall is to be provided from 28<sup>th</sup> March 2015 till 30<sup>th</sup> March 2015.
- The quotations should be either clearly handwritten or typed so that it is legible.
- All items must be provided in full, failing to which the quotation will be considered as invalid.
- The decision of the committee in charge of the catering team will be final and binding.
- Clarifications can be sought from tent and decoration team at 08765181105.  
(Mr. Naveen Ramachandran)
- The committee reserves the right to negotiate the prices with L1.
- Any bidder who has bad reputation in these matters with the institute will be out rightly disqualified.

We invite qualified vendors and service providers to participate in the process and provide the quotation before the date mentioned above.

Thanking you.

Yours Sincerely,

Naveen Ramachandran

(On behalf of the Tent and Decoration Team, Hall Day event, Hall of Residence-VII, I.I.T. Kanpur)



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**Annexure1: Items Required**

Event: Hall Day Hall of Residence-VII

Event Date: March 29<sup>th</sup>, 2015

**Expected Items:-**

1. Tents and Lighting accessories.
2. Dance Floor and DJ.
3. Stage
4. Tables and Chairs.
5. Flowers

**Annexure 2: Format of Quotation**

To,  
The Warden In Charge,  
Hall of residence- VII  
I.I.T. Kanpur  
Kanpur-208016

Item	Rate
1. Tents and Lighting accessories 2. Dance Floor and DJ 3. Stage 4. Tables and Chairs 5. Flowers	
Total cost	

(Signature and Seal)

Vendor:

Date:

Address: