

Name of Work: Pandal, Tent, Stage arrangement, PA System including Video Recording & Photography etc. work for Convocation Ceremony

At

Pandit Deendayal Upadhyaya Shekhawati University, Sikar

NIT No.- 01/2024-25

Tender BID DOCUMENT

Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar



Notice Inviting Quotation (E-Procurement Mode)

1. Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar, invites Tender for the “**Pandal, Tent, Stage arrangement, PA System including Video Recording & Photography work etc. for Convocation Ceremony at Pandit Deendayal Upadhyaya Shekhawati University, Sikar**” of this institute in Single Bid System as per scheduled given below:.

Vendors are requested to submit their online bid for mentioned item as per detailed technical specification given and Price Bid as per BOQ on Portal. The Important information related to tender are as follows:

Schedule	
Event	Date & Time
Date of Issue/Publishing	15.06.2024 at 05.00 PM
Document Download/Sale Start Date	15.06.2024 at 05.00 PM
Document Download/Sale End Date	26.06.2024 at 03.00 PM
Last Date and Time for Uploading of Bids	26.06.2024 at 05.00 PM
Date & Time of Opening of Technical Bids	27.06.2024
Date of Opening of Financial Bids	-
Cost of Tender	60,00,000 (Sixty Lakh Only)
Earnest Money	(Rs.1,20,000/-) EMD in the form of Demand Draft in the name of The Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar
Performance Bank Guarantee	05% of the contract value valid for the period of contract and which will be released after successful and satisfactory completion of the event.
No. of Covers	01
Bid Validity days	90 days
Email Address (for Technical Clarifications)	reg.shekhauni@gmail.com

The Vice Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar reserves the right to accept or reject any or all tenders / offers either in part or in full or to annul the tender process at any stage or to split the order without assigning any reasons therefor.

2. Instructions to Bidders

Instructions for Online Bid Submission

The bidders are required to submit softcopies of their bids electronically on the eProc Rajasthan Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the eProc Portal, prepare their bid in accordance with the requirements and submitting their bids online on the eProc Portal. For more information, bidders may visit the eProc Portal <http://eprocure.rajasthan.gov.in/eprocure/app>. Tender document can also be downloaded from Pandit Deendayal Upadhyaya Shekhawati University, Sikar Website (www.shekhauni.ac.in)

Registration Process



- a) Bidders to enroll on the e-Procurement module of the portal <http://eprocure.rajasthan.gov.in/eprocure/app> by clicking on the link "Click here to Enroll". Enrolment on the eProc Portal is free of charge.
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the eProc Portal.
- c) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / eToken.

2.2 Tender Documents Search

- a) Various built in options are available in the eProc Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the eProc Portal.
- c) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProc Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.3 Bid Preparation

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / Schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- e) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process



2.4 Bid Submission

- a) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document. Bidder to select the payment option as "on-line" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
- c) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the pre- scribed format and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bidopeners.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.5 Assistance to Bidders

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to eproc Portal in general may be directed to the 24x7 eproc Portal Helpdesk.

2.6 General Instructions to the Bidders

1. The tenders will be received online through portal <https://eprocure.rajasthan.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
2. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.rajasthan.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.rajasthan.gov.in/eprocure>



Cover – 1 (Following documents to be provided)				
Ser.		Content	Supporting Page Number of bid	File Types
2.	TechnicalBid	UTR No. of payment of EMD. In case of exemption from submission of Bid security, proof of registration with NSIC/MSME.		.PDF
3.		Copy of GST Certificate and PAN.		.PDF
4.		Compliance Sheet (Annexure-I)		.PDF
5.		Required past Experience as per Annexure- II (kindly refer eligibility criteria)		.PDF
6.		Minimum average annual turnover of the bidder (kindly refer eligibility criteria)		.PDF
7.		Non Blacklisting of Supplier and Price reasonability declaration as per Annexure- III		.PDF
9.		FinancialBid	Price bid as per BOQ format only <i>Note:</i> <i>1. Price is to be quoted in Indian Rupees only.</i> <i>2.-Comparison of prices will be done ONLY on the bid submitted for the Main Equipment and anything asked as 'Optional' in the specifications is not to be included for overall comparison)</i>	

3. The bids (complete in all respect) must be submitted as explained below.

FINANCIAL BID (PRICE-BID): Bidder has to quote separately for all the fields as mentioned in Price Schedule. Adding 0 'Zero' shall be treated as unresponsive. After the expiry of submission time and the bidder shall not be permitted to submit the same by any other mode. The bid will be evaluated 'total value wise' hence it is mandatory for the bidder to quote price for all the items and supply the same to the Institute. If any bidder quote '0' Zero price for any article, his bid will be treated non-responsive and will be rejected.

PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

- a) A bidder participating in the procurement process shall possess the following minimum qualification/ eligibility criteria

S. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	<p>The Bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement.</p> <p>(Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder)</p> <p>OR</p> <p>A company registered under Indian Companies Act, 1956</p> <p>OR</p> <p>A partnership firm registered under Indian Partnership Act, 1932.</p> <p>OR</p> <p>A Limited Liability Partnership (LLP) firm registered under Limited Liability Partnership Act, 2008.</p> <p>The entity should be operational in India for at least last five (5) financial years as on 31st March 2024. The Bidder must be a single legal entity. (Joint Venture or Consortium is not allowed)</p>	<p>Certified copy of the Certificates of Incorporation for companies issued by the Registrar of Companies and Memorandum & Articles of Association</p> <p>OR</p> <p>Certified copy of the Registration</p>
2.	Financial: Turnover from IT/ ITeS	<p>Average Annual Turnover of the Bidder during the last five financial years, i.e., FY 2019-20 to 2023-24 (as per the last published audited balance sheet), should be minimum Rs. 2.00 Crores</p> <p>Note: For the financial year 2023-24 unaudited balance sheet with duly signed and stamped by CA shall be taken in account.</p>	CA certificate with CA's registration number & seal
3.	Financial: Net Worth	<p>The net worth of the Bidder as on 31.03.2024 (as per the last published audited balance sheets), should be 'Positive'.</p>	CA certificate with CA's registration number & seal



4.	Technical Eligibility	The bidder should have similar work experience of organising at least 5 events in government universities.	Relevant work order/ completion certificate.
5.	Tax registration and clearance	The Bidder should be registered for: GST PAN	Copies of relevant certificates of registration. Copy of latest GST return/ CA certification for no dues in this regard.
6.	Mandatory Undertaking	e Bidder: - should not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; and their directors and officers should not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings; should not have a conflict of interest in the procurement in question as specified in the bidding document. should comply with the code of integrity as specified in the bidding document.	A self-certified letter as per Annexure: Self-Declaration
7.		Should have a dedicated team of 20 people who are on their pay role.	Bidder should give a declaration on their letter head stating the details of all employees
8.		Bidders must be having own office as well as Godown	Bidder must provide documentary proof of existence of its own office and Godown

I. REJECTION OF BIDS

The Bid will be considered Non Responsive & summarily rejected in case it does not fulfill any one or more of the following conditions:-

- a). If EMD is not provided by the bidder.
- b). If the bidder tries to put any influence.
- c). If the bidder furnished false information.
- d). Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.

II. CRITERIA FOR SELECTION OF BIDDERS

1. **The financial bids of the only technically qualified bidders will be considered. The bidder who quotes lowest in the financial bid shall be eligible for award of work and evaluation will be made on the basis of total value wise.**

- a. **Financial bid:** The financial bid is to be quoted as per Financial Bid format only.
- b. The Vice Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. The Vice Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar can accept OR reject the financial bids without assigning any reason and decision of the Director, Pandit Deendayal Upadhyaya Shekhawati University, Sikar will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, The Vice Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar reserves all the rights to decide on the issue of identifying selected bidder.

III. OTHER CONDITIONS OF CONTRACT:

- a. Sufficient man-power should be available for proper erection of pandal etc. and fitting of electrical equipments etc. Technical manpower shared also be provided to ensure safety of erected pandal etc. and proper electrical connections so as to avoid any hazard due to the work entrusted with the contractor. All joints must be properly insulated so as to avoid short circuiting and fire. The structure erected should be strong enough to withstand forces due to wind/rain etc.
- b. The contractor will be responsible for transportation of all material related to his/her work and no extra payment will be made by the Institute on this account.
- c. Contractor himself will be responsible for safety and security of his material and Pandit Deendayal Upadhyaya Shekhawati University, Sikar will not be responsible for any damage/theft of material of the contractor.
- d. For any emergent situation, the contractor will provide solution related to his work at no extra cost.
- e. All material used should be of very high quality. If the material used is not of good quality then deduction will be made from the bill.
- f. As the convocation is an important function of the Institute timely completion of work and quality of material would be important. A committee in this regard may inspect material to be used for the work before awarding the work.



- g. All works related to the pandal, PA system and etc. should be completed on day before the convocation day, so that any modification/alternation can be made in time. The date of convocation will be intimated later. **Payment will be made for one day only.**
- h. **There shall be Insurance cover of whole arrangement and shall be submitted before the function. Insurance of whole arrangement to be taken by the firm and the bidder quote the price inclusive of the same.**

4. INFORMATION AND INSTRUCTIONS TO CONTRACTORS

The contractor submitting the tender should read the schedule of quantities, additional & special conditions, additional specification, particular specification and other terms and given in the RFP and drawings. The contractor should also visit the site of work and acquaint himself with the site and soil conditions before tendering. The following conditions which already form part of the tender conditions are specially brought to his notice for compliance while filling the tender. They are requested to comply following.

1. After acceptance of the bid by competent authority, the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar shall issue letter of award. After the work is awarded, the main contractor will have to enter into one agreement with Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
2. The rate(s) must be quoted in decimal coinage. Amount must be calculated and rounded in full Rupees by ignoring fifty paise and considering more than fifty paise as rupees one. Rates must be quoted both in words & figures. Amounts should be worked out for all the items. Rates in words should start with word Rs. And finish with word "only" and there shall not be undue gap in the words of the rates.
3. The successful tenderer shall be required to submit a Performance Guarantee of 5% (Five percent) of the composite contract amount within a period of issue of letter of acceptance as specified in tender document. This period can be further extended by Registrar upto a maximum period of 7 days (with late fee @0.1% per day of Performance Guarantee amount) days on written request of the contractor.
4. GST/Sales tax/VAT, purchase tax, turn over tax, Excise duty, work **contract tax** or any other tax / CESS on materials/Labour as applicable shall be paid **by the contractor himself. The contractor shall quote his rates considering all such taxes.**

Registrar,

Pandit Deendayal Upadhyaya Shekhawati University, Sikar



6.

**FORM OF PERFORMANCE SECURITY (GUARANTEE)
BANK GUARANTEE BOND**

In consideration of the Governor of Rajasthan (hereinafter called "The Government") having offered to accept the terms and conditions of the proposed agreement between

And (here in after called "the said Contractor(s)") for the work..... (here in after called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupeesonly) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, (hereinafter referred to as "the Bank") here by undertake to pay to the Government an amount not exceeding Rs. (Rupees... Only) on demand by the Government.
2. We, (indicate the name of the Bank) do here by undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees only)
3. We, the said bank further undertake to pay the Government any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.
We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till work incharge on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) .



4. We, (indicate the name of the Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of

omission on the part of the Government or any indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

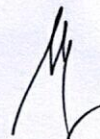
5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

6. We, (indicate the name of the Bank) lastly undertake not to evoke this guarantee except with the previous consent of the Government in writing.

7. This guarantee shall be valid up to unless extended on demand by the Government.

Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the day of for... (indicate the name of the Bank)



ANNEXURE-I

COMPLIANCE SHEET

Sl. No.	Name of item: Pandal, Tent, Stage arrangement, PA System including Video Recording & Photography work for Convocation Ceremony at Pandit Deendayal Upadhyaya Shekhawati University, Sikar	Comply (Yes/No)	Supporting Page No.
	Item	Unit	
1	UTR No. of payment of EMD. In case of exemption from submission of Bid security, proof of registration with NSIC/MSME.		
2	Copy of GST Certificate and PAN.		
3	Compliance Sheet (Annexure-I)		
4	Required past Experience as per Annexure- II (As per eligibility criteria)		
5	Minimum average annual turnover of the bidder (kindly refer eligibility criteria)		
6	Non Blacklisting of Supplier and Price reasonability declaration as per Annexure-III		
7	Financial Bid as per BOQ format		

Signature of Bidder



ANNEXURE-II

Past Experience details

List of Organizations for whom the bidder has undertaken such work during last three years
(must be supported with Purchase orders)

Name of the organization	Name of Contact Person	Contact No.	Copy of Purchase Orders (Page no.)

Note: Without submission of relevant Purchase orders, experience will not be considered.

Signature of BidderName: Designation: Organization Name: ContactNo.:



ANNEXURE-III

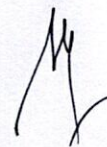
<< Organization Letter Head >> DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

Signature of the Tenderer) Name:

Seal of the Company

A handwritten signature in black ink, consisting of several loops and a long tail, located in the bottom right corner of the page.

ANNEXURE-IV

INFORMATION TO BE FURNISHED BY THE BIDDER

The bidder are required to provide the following details in the prescribed format and also enclose self attested copy insupport of the information provided, wherever applicable:

1.	Name of the Bidder(Firm)	:	
2.	Address of theBidder/Firm	:	
3.	Contact Phone number(s)of the bidder: Email ID:	: : :	
4.	Year of Establishment	:	
5.	GSTIN No. (Enclose certificate)	:	
6.	Authorisation letter fromthe owner of the firm, if Bidder is other than the owner of the firm.	:	

This is to certify that I have understood the terms & condition of the tender document and all the information provided above & enclosed is true to the best of my knowledge and belief.

Further, I have visited the actual site, where the services need to be provided, and submitted my quotation based on the same.

If we accept all terms & condition of tender document.

Signature of the Bidder

Date:



SCOPE OF WORK			
A			
S.NO	PARTICULAR	UNIT	SIZE/QTY
A	SETUP FOR Main Entrance of University		
1	Colour Cloth Flag With Pole	Each	100
2	Flex Printing & Pasting On Iron Frame-Black Back Media- as per approved design from the University	Sq Ft	10000
B	MAIN CONVOCATION CEREMONY AREA- HANGER AREA SETUP		
1	Aluminum hanger- 80'x200'	Sq Ft	16000
2	White Cloth Ceiling Inside Hanger	Sq Ft	16000
3	Wooden Platform Inside Hanger- 4" High	Sq Ft	16000
4	Air Conditioning- Inside Main Hanger	Ton	200
5	Glass Door Setup for Hangers	Each	6
6	Wooden ramp for Entries of Hanger	Each	6
7	CARPET-RED - On Main Stage & "D" AREA	Sq Ft	4000
8	CARPETING -GREEN for Student SEATING AREA	Sq Ft	14000
9	General Light - Inside Hanger	Package	1
10	Main Stage- 48'x32'x5'(Height)- with railing	Sq Ft	1536
11	Stairs on both side of stage	Each	2
12	LED Screen on Main Stage- 24'x10'- with necessary cables, connectors, accessories etc.	Sq Ft per day	240
13	Switcher for LED Screen	Each per Day	1
14	Laptops for LED Screen	Each per day	2
15	Riser for LED Screen- 24'x4'x4'(H)	Sq Ft	96
16	Scaffolding for LED Screen- 24'x10'- for firm support	Sq Ft	240
17	Sound System for Main Hanger- 8 Pairs of Line array on 6 T Truss Stand equally distribute in a 16000 Sq Feet area, 2 Pairs of Bass speaker, 4 Stage Monitor, Digital mixer, Amplifiers, DI Boxes, Venue /Sound Craft of equivalent 32 Input and 16 Aux out Digital Mike Mixer with Perfect operator, Sound Boosters, Media Box, 2 Sound Engineers)	Set per day	1
18	Podium Mike- Goose Neck	Each per day	4
19	Cordless Mike	Each per Day	4
20	RAMP WITH RAILING FOR VIP INTRY	Sq Ft	800
21	Podium with 3 sided branding	Each	2
22	Head Table setup- for 10 persons	Each	1
23	Chairs for Head Table	Each	10
24	Name Plates- for Head Table	Each	10
25	Light Lamp with necessary material, Trays etc	Each	1
26	Tables- 6'x2' with cloth & frill - backstage	Each	10
27	Flower Decoration on Main Stage- Front side	Package	1
28	Flower Decoration on Head Table	Package	1
29	Flower Decoration with Garland on Railings - Main Stage	Package	1

30	Flower Decoration - VIP Entry Gate	Package	1
38	Safe House Setup For Vvips- 400 sq ft each with Sofa Sets, Centre Tables, Apparel Stand, Tall Mirror, Chairs, and other necessary accessories, carpet, Light. Tower A.C. Chemical Toilets, Wash Basins, Curtain etc.	Package	1
39	D" Area Setup	Sq Ft	1000
40	Sofa Sets- 2 seater - In front of Main Stage for reserved, Faculty, VIP sitting	Each per day	20
41	Centre Table- Glass Top	Each per day	10
42	Q- Manager for Access Control in VIP sitting area	Each per day	30
44	Chemical Toilets for Students, Faculty, Families etc.	Each per day	15
45	Indicators boards for Degree Distribution, Reserved sitting etc.	Each per day	40
46	Covering for Chemical Toilets	Sq Ft	1500
47	Cloth masking for Toilet Area	Sq Ft	3000
48	LED Screen for Student Sitting Area- 8'x6'- 4 Nos.- with necessary cables, connectors, accessories etc.	Sq Ft per day	192
49	Risers for LED Screens- 8'x4'x4'(H)- with cloth masking & carpet	Sq Ft	128
50	Banquet Chairs- High Back- with white covers- Guests	Each per day	150
51	Banquet Chairs with white covers- for students	Each per day	800
52	Pla Cards for Sitting Arrangements _ VIP, Reserved, Media, Parents etc.	Each per day	20
C	Food Area Setup- for Students		
1	Jumbo Coolers	Each per day	15
2	Banquet Chairs with white covers	Each per day	100
3	Wooden Tables- 6'x2'- for food counters etc.	Each per day	60
4	Food- as per menu- for students- as per discussion- Lunch only	per pax	1000
5			
D	VIP FOOD COURT AREA		
1	Dinning Round Table with Cover	Each per day	10
2	Banquet Chairs with white covers	Each per day	70
3	CARPET	Sq Ft	5000
4	TOWER A.C.- 3.5 Ton each	Each per day	6
5	VIP FOOD as per MENU- AS PER DISCUSSION- Lunch only	Per pax	200
6	Wooden Tables- 6'x2'- for food counters etc.	Each per day	15
E	OTHER SETUP		
1	KITCHEN Area SETUP	Sq Ft	9000
2	Canopy Covering For Water Counter	Each	2
3	Cloth Masking	Sq Ft	4000
4	Water Station Counter	Each per day	4
8	GENSET-125 KVA- with Diesel, Cables- for 10 hours run per day	Each per day	10
9	GENSET-62.5 KVA- with Diesel, Cables- for 10 hours run per day	Each per day	8
10	Changeover	Each per day	15
11	Earthing for Gensets, Hangers, LED Screen etc.	Each	15
12	Fire Extinguishers	Each per day	30
13	Fire Marshal- for 8 Hours Duty only per day	Each per day	5

14	SELFIE BOOTH	Each	1
15	HOUSEKEEPING- for 2 days	Each per day	2
16	Potted PLANTS	Each per day	200
17	BADGES with LANYARDS & Dupptaas	Each	850
18	CRANE CHARGES for Hanger Installation & dismantling	Package	1
19	Printing of Invitation Card with Envelope- A5 size both sides, 250 GSM Multi Colour, min. 2 leaf's	Each	200
20	Telecasting / Webcasting setup with internet connectivity on Youtube, Facebook & University Website	Each	03
21	Preparing Documentary to be displayed on Convocation Day (including basic introduction of University, Video for Inauguration of Several buildings)	5-10 Mint	5-10 Mint
22	Still Photographer	Each	02
23	Videographer (Recording to be Provided in hard disk)	Each	02


Registrar,

Pandit Deendayal Upadhyaya Shekhawati University, Sikar