SHORT NOTICE INVITING QUOTATION

On behalf of the North Eastern Hill University, sealed quotations are invited from the **Authorized Agency** with sound financial background for the following work. The Quotations will be received upto **2.00 P.M. on 12th May 2022** at the office of Prof. S.N.Lamare, Deptt. of History, NEHU, Shillong Phone No-8974286650 and will be opened on the same day at 3.00 P.M. at the Committee Room, Administrative Building, Shillong in the presence of the Agencies or their authorized representatives if any:-

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Particulars of work</th>
<th>Time of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>Venue Construction/Decoration on account of ensuing XXVII th Convocation at Convocation Hall at Permanent Campus, NEHU, Shillong.</td>
<td>UPTO 19th May 2022</td>
</tr>
</tbody>
</table>

**NOTE :-**

1. Detailed particulars and quotation papers can be downloaded from the website [www.nehu.ac.in](http://www.nehu.ac.in) w.e.f 6th May 2022 (After 4.00 PM) to 12th May 2022 (Upto 1.00PM).

2. Quotationers should quote their rates in the given format only as per the specifications otherwise their quotations are liable to be rejected.

3. Joint ventures are not accepted.

4. Rates quoted by the quotationers should be inclusive of all taxes, duties, freight and insurance charges, packing, hoisting and demolishing, and any incidental charges at F.O.R. NEHU, Convocation Hall. **Rates quoted to be inclusive of taxes on account of GST and component of GST may be specified. The quotationer should have valid GST registration as authorized by the Sales Tax department.**

8. The quotation shall be received & opened on the next working day, in case the date stipulated for receipt & opening of quotation in this NIQ is declared a Holiday / non-working day.

9. All material, to be used, should be as per specification and as approved by the Sub-Committee, Venue Construction.
10. No escalation, extension of time and advance for the work will be granted unless specifically approved by the competent authority.

11. The University reserves the right not necessarily to accept the rate of the lowest quotationers and may reject any or all the quotations without assigning any reason thereof.

12. The payment for the work shall be made by the Financial Department of the University.

13. The quotationers should invariably indicate their complete Postal address (With Mobile Phone No) including Pin code, name of the work, NIQ no. clearly on the envelope containing their quotations.

14. Registration certificate for Goods and Services Tax should be submitted with the quotation.

15. Tentative quantity of items of work:
   
   (a) Stage back drop with cloth-1800sqft.
   
   (b) Green Room on the both side of the stage-1750 sqft
   
   (c) Greenrooms, Cloak Rooms and Services at the VIP Entry-2400sqft
   
   (d) Floor Carpet- Stage and walkway- 7000 sqft
   
   (e) Plastic Chairs of 2/3 colours-3000Nos.

15. Please note that near relatives of the officers associated with the venue construction are not allowed to participate in the quotation. In case it is found so, the quotation of such quotationer will be disqualified. The term near relative means wife, husband, parents, in-laws, children, brothers, sisters, uncles, aunts and cousins.

Sd/
Prof. S.N. Lamare
Convener, Venue Construction
XXVII th Convocation, NEHU, Shillong

No Convocation/Venue Construction/2022/1 – 39

Dated 06/05/2022

Copy to -:
   
   1. The P.S. to Vice Chancellor, NEHU, Shillong
   2. The S.P.A. to Registrar, NEHU, Shillong.
   3. The Finance Officer, NEHU, Shillong.
   4. The CVO, NEHU, Shillong.
   5. The Technical Officer, VSAT, NEHU, Shillong, with a request to insert the NIQ in the web site of the University.
   6. NOTICE BOARD

Sd/
Prof. S.N. Lamare
Convener, Venue Construction
XXVII th Convocation, NEHU, Shillong
# Annexure-1

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description of items</th>
<th>Unit</th>
<th>Rate in Rs.to be quoted in figure and word</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Stage Back Drop with cloth (Colour and design as approved by Committee)(Surface area to be measured)</td>
<td>sqft</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Provision of Green Room on the both side of the stage with Cloth including accessories complete (Surface area to be measured).</td>
<td>sqft</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Provision of Cloak Room (VIP/Gents/Ladies) Medical Booth /Refreshment room with cloth inside the hall as per requirement complete including all accessories (Surface area to be measured).</td>
<td>sqft</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Covering the full Hall and stage including transportation for two days for full Rehearsal.</td>
<td>Lum Sum</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Providing and laying of Floor Carpet for stage and walkway (Surface area to be measured).</td>
<td>sqft</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Plastic Chairs (2/3) colours combination.</td>
<td>Each/day</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the quotationer.