QUOTATION CALL NOTICE No. 217

CENTRAL SANSKRIT UNIVERSITY
Ekalavya Campus, Lembucherra, Tripura (West)

No.: CSU-ELC/Y-1/2026-27/

Date: 29/10/2026.

Subject: Invitation of item-wise quotations for providing temporary infrastructure, furniture, electrical, sound, lighting, bedding and allied services for the Inter-Campus Youth Fest–2026 (East Zone), scheduled to be held from 19 to 21 November 2026.

Sealed item-wise quotations are hereby invited from eligible and experienced firms/service providers for supply, installation, hiring, operation, maintenance and dismantling, as applicable, of the items/services listed in Annexure-I for the Inter-Campus Youth Fest–2026 (East Zone) at Central Sanskrit University, Ekalavya Campus, Lembucherra, Tripura (West). The work shall be executed strictly in accordance with the specifications, quantities, schedule and directions issued by the University/authorised officer.

1. Schedule for submission and opening

Last date and time for submission	02/11/2026 up to 05.00 PM
Place of submission	Office of the Director, Central Sanskrit University, Ekalavya Campus, Lembucherra, Tripura (West)
Date and time of opening	03/11/2026 at 11.00 AM (subject to administrative convenience)
Quotation validity	Minimum 90 days from the last date of submission

2. Instructions to bidders

2.1 Quotations shall be submitted in a sealed envelope superscribed "Quotation for Inter-Campus Youth Fest–2026 (East Zone) – 19–21 November 2026", along with the bidder's name, address and contact details. Late, incomplete, conditional or unsigned quotations may be rejected.

2.2 The bidder shall quote against each item in Annexure-I, clearly indicating unit rate, quantity, basic amount, applicable GST (with rate), other statutory charges, if any, and the final amount inclusive of all taxes and charges. GST shall not be presumed payable unless correctly specified and supported by a valid GSTIN/tax invoice, wherever applicable.

2.3 The quoted rates shall include transportation, loading/unloading, labour, installation, decoration, operation, supervision, maintenance, dismantling, removal and all incidental expenses required for satisfactory completion, wherever relevant to the item. No claim for an additional or hidden charge shall be entertained unless expressly accepted in writing by the University.

2.4 The bidder shall enclose self-attested copies of PAN, GST registration (if applicable), firm/shop registration or other proof of legal constitution, bank details and relevant experience/work orders or completion certificates. The University may seek additional documents for verification.

2.5 The bidder shall inspect the venue and satisfy itself regarding access, site conditions, measurements, power requirements and other execution requirements before quoting. Quantities and dimensions in Annexure-I are indicative/approximate and may be adjusted by the University according to actual requirement; payment shall be based on the accepted rates and quantities actually ordered and satisfactorily supplied/executed.

2.6 The procurement shall be governed by the General Financial Rules (GFR), 2017, applicable Government of India instructions, CSU rules and the terms of the approved procurement process. Procurement through GeM shall be followed wherever applicable. Any quotation-based/offline procurement shall be processed only where permissible and duly authorised by the competent authority.

2.7 The University reserves the right to evaluate quotations item-wise or as a package, seek clarification, verify credentials, negotiate where legally permissible, accept or reject any or all quotations, or cancel/modify the process without assigning reasons, subject to applicable rules. The lowest quoted rate shall not, by itself, confer any right to award of work; quality, specification compliance, capacity, delivery schedule and overall value for money shall also be considered.

2.8 The successful bidder shall execute the work within the time schedule communicated by the University and shall comply with all safety, electrical, fire-safety, labour, sanitation and venue-protection requirements. The bidder shall be responsible for damage caused by its personnel and for maintaining orderly and safe working conditions.

2.9 No subletting or transfer of the awarded work shall be permitted without prior written approval of the competent authority. The bidder shall not make any change in specifications, materials or layout without written approval.

2.10 No advance payment shall ordinarily be admissible. Payment shall be made after satisfactory completion/installation, verification and certification by the authorised University officer, submission of a proper bill/invoice and completion of applicable statutory formalities, subject to availability of funds and University rules. Applicable statutory deductions, including TDS, shall be made as required by law.

2.11 The successful bidder shall rectify, replace or remove, at its own cost, any defective, unsafe or non-conforming item/service within the time specified by the University. Delay, non-performance or breach of conditions may result in cancellation of the order, recovery of loss and/or other action permissible under the applicable rules.

2.12 Any dispute arising out of this process shall be subject to the jurisdiction of the competent courts at Tripura, subject to applicable law. The Director/competent authority's decision on technical and administrative matters shall be final, subject to the applicable rules.

3. Annexure-I: Schedule of requirements and price bid

Bidders shall enter their rates and amounts in the blank columns below. All dimensions and quantities are approximate and subject to confirmation by the University.

Sl. No.	Description of work/service	Indicative quantity	Unit rate (₹)	Amount before GST (₹)	GST (%) / amount (₹)	Total (₹)
1	Pandal with decoration (G.I. sheet), approx. 125 ft × 50 ft	6,250 sq. ft.				
2	Stage including decoration, approx. 30 ft × 15 ft × 4 ft height	450 sq. ft.				
3	VIP wooden chairs	10 nos. × 3 days				
4	Food pandal with decoration (G.I. sheet), approx. 24 ft × 140 ft	3,360 sq. ft.				
5	Coolers	4 nos. × 3 days				
6	Building illumination (tuni lights or equivalent)	As required; bidder to specify				
7	Tea tables for stage	4 nos. × 3 days				
8	Sound system and stage lighting (CSU, Ekalavya Campus)	1 set × 3 days				
9	Plastic chairs: 500 nos. for 5 days	500 chairs x 5 days				
10	Plastic tables	60 nos. × 5 days				
11	Podiums	2 nos. × 3 days				
12	Sofas	36 nos. × 3 days				
13	Steel chairs with covers	50 nos. × 3 days				
14	Entrance gates with flex	3 nos.				
15	Pandal for ICFAI and Fishery College	2 nos.				
16	Sound system for ICFAI and Fishery College	2 sets × 3 days				
17	Flower decoration	As required; bidder to specify				
18	Generator set with operation/support	1 no. × 3 days				
19	Carpet	Area/quantity to be measured and confirmed at site				
20	Bedding including pillow, cotton mattress, bedsheet and blanket, including labour and caring	300 sets × 5 days				
Subtotal before GST (₹):						
GST (₹):						
Grand total inclusive of all taxes (₹):						

4. Bidder's declaration

I/We certify that the information furnished is true, that the rates quoted are valid for the period stated above, and that I/we have read and accepted the terms and conditions of this notice. I/We understand that submission of a quotation does not create any right to award of work.

Name of firm/service provider: _____

Name and designation of authorised signatory: _____

Signature with seal: _____ Date: _____

Place: _____

29.10.2025

Director
Central Sanskrit University
Ekalavya Campus, Lembucherra, Tripura (West)

निदेशक / Director
केन्द्रीय संस्कृत विश्वविद्यालय / Central Sanskrit University
एकलव्य परिसर, अगरतला / Ekalavya Campus, Agartala