



No. NITM.1/124-Estt/Convocation/2024/ R-755(B) Imphal, the 13th December, 2024

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Sub: Enquiry with rate quotation for (i) Convocation Entry Gate preparation & decoration, for the 11th Annual Convocation of NIT Manipur

Sir/Madam,

Please provide sealed rate quotation for the following item(s) for 11th Annual Convocation 2024 of NIT Manipur scheduled to be held on Friday the 27th December, 2024.

(i) Convocation Entry Gate preparation and decoration

Firms are requested to submit separate sealed rate quotation for each items to the undersigned on or before **1:00 P.M. of 18/12/2024**. Details of Stage-Hall, specifications and requirements for hall decoration, stage preparation and decoration, light and sound are enclosed in **Annexure-2**. For any other clarifications, pl. contact the Coordinator/Asst. Coordinator - Sub-Committee ⑧.

Terms & Conditions:

1. Sealed rate quotation should reach to **The Registrar (or) Coordinator, Sub-Committee ⑧ (Stage, Hall, Gate, Sound and Light, etc) 11th Convocation, NIT Manipur, Langol, Lamphelpat, Imphal, Manipur-795004** on or before **1:00 P.M. of 18/12/2024**.
2. The envelope should be superscribed as "Rate quotation for" (please mention the respective work item)
3. GST and all other application charges must be quoted separately.
4. Quotation will be opened on **18/12/2024 at 3:00 P.M. at Conference/Seminar Hall, NIT Manipur, Langol campus**. Quotation received after the proscribed last date and time will not be entertained.
5. Price/Rates must be quoted for delivery and setup at NIT Manipur, Langol campus, Imphal.
6. The Firm/Agency awarded must immediately initiate the work awarded vide Purchase Order/WO from the same date and complete the work on or before **24/12/2024** without fail.
7. The Competent Authority of NIT Manipur reserves the right to make necessary changes or cancel the PO/WO. Any legal issues will be in the jurisdiction of Imphal only.

(Prof. Kh. Tomba Singh)
Registrar, NIT Manipur

Copies to:

- 1) P.S to Director, NIT Manipur,
- 2) Coordinator and Asst. Coordinator Sub-Committee-⑧, NIT Manipur,
- 3) Asst. Registrars (Fin, Accounts), Accounts Section
- 4) CF/GF



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Dated: 13/12/2024

Annexure-2

Specification for Convocation Entry Gate preparation

Sl.No.	Name of the work	Requirements	Remarks
1.	Convocation Entry Gate construction and decoration.	<ol style="list-style-type: none">Construction of Entry Gate with wooden frames with roofing. Dimensions: 70' × 20' of 4' × 4' stands or as appropriateDecoration of Entry Gate, with clothing and Satra, etc and should bear the Flex Name as indicated in the figure below stating "11th Annual Convocation)	The Entry Gate should be structurally sound and aesthetic to withstand vibrations, wind, and possible rainfall.

General Instructions:

- Requirement of cloth for covering the entrance gate prefecture.

Approx. area: as indicated or specified



Figure Annex-3: Representative image of Convocation Entry GATE:
Actual specifications may vary