



No. NITM.1/124-Estt/Convocation/2024/R-755(A)

Imphal, the 13th December, 2024

To

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Sub: Enquiry with rate quotation for Stage–Hall preparation and 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) **Stage–Hall preparation and decoration (incl. Changing Room provision)**

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-1A and Annexure-1B**. 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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Annexure-1A

Specification for the Stage preparation and decoration
Total area available: 1000 sq.m (10750 sq.ft)

Sl.No.	Name of the work	Requirements	Remarks
1.	Stage construction and decoration.	1. Construction of Stage with roofing. Area required: 50' x 36', Height from ground : 3' Stage height: 10' 2. Decoration of Stage.	1. The stage should be structurally sound and aesthetic to withstand vibrations of human movement on the ramp along and possible rainfall.

General Instructions:

1. Requirement of cloth for covering the ceiling of stage.

Approx. area: 1800sq. ft. (50' x 30')

2. Requirement of cloth for covering all three sides of the stage

Approx. area: 1220 sq. ft. (36' x 10', 36' x 10', 50' x 10')

3. Requirement of carpet for covering the floor stage.

Approx. area: 1800 sq. ft. (50' x 36')

4. Decoration of Convocation Hall with flowers, bouquet, hanging flower, garland etc.

5. Preparation of convocation backdrop of the stage with flex printing.

Approx. area: 30' x 30'

6. Welcome banner preparation with decoration (04 nos.)

Approx. size: 50' x 10'.

7. Preparation of Photo session area with Convocation caption and lighting (preferably in local traditional style)

8. Requirement of VIP sofas (50 nos.)

9. Any other extra requirement (if any) to be instructed during the preparation period.



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Annexure-1B

Specification for the Hall preparation and decoration

Sl.No.	Name of the work	Requirements	Remarks
1.	Hall construction and decoration.	<ol style="list-style-type: none">1. Construction of Hall and entrance with roofing. Area required: 8100 sq. ft. (65' x 120', 15' x 20')2. Construction of certificate room/changing room with roofing Area required: 30' x 30'3. Decoration of Hall, certificate room and Entrance.	<ol style="list-style-type: none">1. The roofing should be structurally sound and aesthetic to withstand vibrations and possible rainfall.

General Instructions:

1. Requirement of cloth for covering the ceiling of hall and entrance.
Approx. area: 8100sq. ft.
2. Requirement of cloth for covering all sides of the hall and certificate room.
Approx. area: 4500 sq. ft.
3. Requirement of carpet for covering the floor hall, outside of hall and entrance path.
Approx. area: 9000 sq. ft.
4. Decoration of Convocation Hall with flowers, bouquet, hanging flower, garland etc.
5. Preparation of one certificate room with roofing on the left side of the stage with one entrance to the stage.
Approx. area: 30' x 30'
6. Welcome banner preparation with decoration (04 nos.)
Approx. area: 9' x 6' each.
7. Two convocation banners for main gate and entrance
Approx. area: (i) 17' x 5' (ii) 10' x 3'.
8. Requirement of chairs with white cover (300 nos.) for hall, (20 nos.) for certification room and plastic table with covers (10 nos.) for hall and certification room.
9. Any other extra requirement (if any) to be instructed during the preparation period.