

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**INSTITUTE WORKS DEPARTMENT**  
**DIVISION-II**

Enquiry No.: IWD/DIV-II/2025/26

Dated: 15/01/2025

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Dear Sir(s),

The quotations under sealed covers are invited for the "**Hire charges for Supplying and Fixing of Tentage Materials for Republic Day (26<sup>th</sup> January 2025) celebrating at Institute Auditorium hall i/c Flower decoration,**" from the requisite similar type of experience of agencies are invited. The duly filled quotation shall be received on or before 20.01.2025 up to 12.00 Noon and shall be opened on the same day at 12.30 PM in the office of the IWD, Division-II, IIT Kanpur. The quotation if submitted without PAN & GST registration shall not be considered.

**Selection Criteria:**

1. The firm should have valid GST Registration, PAN the same should be submitted along with the bid.
2. Firm should have excellent goodwill and name-fame in the town/district/state.
3. Firm should have minimum 5 (Five) years' experience of providing and fixing of tentage materials.
4. Firm should have completed at least 3 similar orders for providing & fixing of tentage in the event of IITs/IIITs or any other government department.
5. Firm should have an average turnover of at least Rs.5 Lacs during the last five years.

**Specification of the work:**

1. A branded new Unitex red/ Green matting, Kaleen and white cloth shall be brought one day before start of the laying of matting/Kaleen at auditorium. After satisfying the quality of matting Kaleen and white cloth the same be allowed to provide and fixed at the required locations as per the satisfaction of EE, IWD.
2. The all flowers to be brought for the decoration shall be fresh and of excellent quality of different colours. The decoration work shall be completed on the desired locations as per the entire satisfaction of EE, IWD.

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## Terms and Conditions:

1. The Agencies are advised to visit the site to understand the requirement before submitting their offer.
2. The rates quoted should be F.O.R. Kanpur and Free Delivery including loading, carting, unloading at Auditorium Hall, IIT Kanpur or any other place in IIT Campus and stacking as directed by engineer-in-charge at site of work.
3. The rates offered should be inclusive of all labour, T&P, cartage & er-rection cum dismantling charges. The GST shall be quoted separately.
4. The flower decoration and carpeting work at main entrance shall be completed by 10.00 PM of 25.01.2025.
5. All works except SI No.-4 shall be completed before 10.00 PM of 24.01.2025.
6. A penalty @1% shall be charged if the work is not completed in time.

R-~~idharan R~~ 15/01/25

(Muralidharan R)  
Executive Engineer-II

Copy to: - 1. Notice Board.

2. Institute web site for up loading the quotation.