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OFFICE OF THE PRINCIPAL HANDIQUE GIRLS' COLLEGE

GUWAHATI - 781001, ASSAM

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HGC/ESTT/NIQ/2025/273/010

24-02-2026

Ref. No.:

Date :

SHORT NOTICE INVITING QUOTATION

Sealed quotations (Annexure enclosed) affixing non-refundable court fee of ₹ 8.25 are invited from registered decorative firm for Pandal etc. for **Tent and decoration for the 3rd Rajabala Das Memorial Annual Lecture to be held on 8th March, 2026 at Handique Girls' College, Guwahati-01, Assam.** The rates must be inclusive of all taxes, fares etc. **The pandal must be ready by 07/03/2026.**

Terms and Conditions:

1. The sealed quotation along with all necessary documents as per the enclosed format is to be deposited at the designated Drop Box at College premises. Quotation not properly sealed will be liable for cancellation.
2. **Last date of submission of the quotation is 28th February, 2026 till 05:00 pm.**
3. The Sealed quotation must be superscribed with the Quotation Number and addressed to the undersigned with the senders full address.
4. The bidders will have to submit the **Quotation Fee of Rs. 200/- (Rupees two hundred)** in the form of **Demand Draft** in favour of "**Principal Cum Secretary, Handique Girls' College**" payable at **Guwahati** along with the quotation.
5. Quotation submitted by the bidder/s shall remain valid for acceptance for a period of 180 days from the date of opening of the quotations. The bidder/s shall not be entitled to revoke or cancel his/their quotation or to vary any of the terms thereof during the aforesaid period of validity.
6. The authority reserves the right to cancel the work/tender partially or at whole without any reason thereto.
7. **All necessary deductions e.g. Security Deposit, GST, Income Tax, etc.** will be deducted from the bill as per the norms of Govt. of Assam.

Principal
Handique Girls' College
Guwahati-01, Assam

Memo No.: HGC/ESTT/NIQ/2025/273/010-A, Dated: 24.02.2026

Copy to:

1. Dr. Dip Jyoti Haloi, Assoc. Prof., and Dr. Sangeeta Das, Assoc. Prof., Handique Girls College for kind information.
2. Notice board/Website for display.
3. Office file for record.

Principal
Handique Girls' College
Guwahati-01, Assam

Tent and decoration for the 3rd Rajabala Das Memorial Annual Lecture 2026
Quotation No. HGC/ESTT/NIQ/2025/273/010, dt.: 24/02/2026

Part 1 of 2

Proposal No.: _____

1. Name of Firm:
2. Full Postal Address:
3. Contact No.: Alternate Contact No:
4. E-mail id:
5. Proprietor/Owner Name:
6. PAN No.:
(Enclose a self attested copy)
7. GST Registration No.:
(Enclose a self attested copy)
8. Experiences, if any (only 2):

Sl. No.	Name of Work	Organization name and address	Date of commencement of Work & Completion of Work	Tendered amount	Final Billed Amount
1					
2					

9. Whether Non-refundable court fee Attached/Pasted: Yes / No

10. **Demand Draft (DD)** details of the **Quotation Fee**:

- a. Bank Name:
- b. DD No.: Date:
- c. Amount: ₹ 200/-

Date:

Signature and Seal of the Firm

Tent and decoration for the 3rd Rajabala Das Memorial Annual Lecture 2026
Quotation No. HGC/ESTT/NIQ/2025/273/010, dt.: 24/02/2026

Part 2 of 2

#	Description of Item	Qty.	Rate per unit (Incl. all taxes and transportation fee)
1.	Tent	01 no. (40ft × 60ft)	
2.	Stage Arrangement (side & ceiling)	01 no.	
3.	Backdrop (Decoration & LCD Display)	01 no.	
4.	Carpet	As per requirement	
5.	VIP Chair	100 nos.	
6.	VVIP Chair for stage	06 nos.	
7.	Chair (armless)	200 nos.	
8.	Ceiling fan	12 nos.	
9.	Stand fan	06 nos.	
10.	Podium	02 nos.	
11.	Lighting and decoration on stage	**01 job	
12.	PA system best quality (Mike stand 06 nos., cordless 02 nos.)	08 nos.	
13.	College Entrance Gate Decoration	01 no.	
14.	Open Shamiyana (Food service space)	01 no. (30ft × 20ft)	

** Rate for lighting and decoration should be inclusive of all required items.

Signature and Seal of the Firm