

DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
Ranchi, Jharkhand.



SHORT TENDER NOTICE
FOR
SUPPLY AND RENTING OF TENTS AND OTHER
ALLIED ITEMS, STAGE DECORATIONS AND SITTING
ARRANGEMENTS FOR 3rd CONVOCATION
CEREMONY
AT
DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
RANCHI.



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand•
Email: registrardspmuranchi@gmail.com, Website: www.dspmuranchi.ac.in

SHORT TENDER NOTICE

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand invites Short tenders under **two bid system (Part-I: Technical Bid and Part II: Financial Bid)**, from experienced and reputed dealers/firms/distributors for the total tent job including water proof pandal, designed gate, lighting decoration with generator, flower decoration, photography and videography, sound system on turnkey basis for the 3rd Convocation Ceremony of Dr. Shyama Prasad Mukherjee University, Ranchi to be held on 24th September, 2026 at **Dr. Shyama Prasad Mukherjee University**.

SCHEDULE OF TENDER

Name of the Office Inviting Tender	Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi.
Nature of Work/Services	Supply and Renting of Tents, Other Allied Items, Stage Decorations and Sitting Arrangements for 3rd Convocation Ceremony at DSPMU Ranchi
Tender No.	DSPMU/G/408/26, Dated: 03/09/2026
Tender Processing Fee.	₹ 5,000/- (Rupees Two Thousand Only)
EMD (Refundable)	₹ 2,00,000/- (Rupees Two Lakhs Only)
Publication of Tender on University website	03/09/2026 at 05:00 PM
Last date and time for Submission of tender documents	07/09/2026 till 11:30 AM
Date and Time for Opening of the Tender (Technical Bid only)	07/09/2026 at 01:30 PM
Date and Time for Opening of the Financial Bid	Will be intimated at the time of Technical Bid Opening
Place of Tender Opening	Dr. Shyama Prasad Mukherjee University, Ranchi

Note:-If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.

INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website www.dspmuranchi.ac.in only.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written by ink pen or ball pen. Offer in pencil will be ignored.
4. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting/submitting their bid.
5. All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.
6. Quoting firms must put page number on every page of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
7. The Tender Fee and EMD must be deposited in the form of Demand Draft from any scheduled nationalized bank drawn in favour of "The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand" payable at Ranchi before the last date of bid submission.
8. The tenderer should submit the Tender Documents in Two Bidding System i.e. Separate Envelope for both Technical Bid and Financial Bid.
9. On first Envelope the tenderer will write "Technical Bid" in clear words on an envelope and put all the documents and certificates (including the Demand Draft of Tender Fees and Earnest Money Deposit) demanded with the tender in it and seal it and write the Firm/ Company name and address clearly on it.
10. On the second envelope, write "Financial Bid" in clear words and mention the rate and put it in the envelope and seal it. No other document other than the rate will be put in this envelope. All the rates will be computer typed.
11. Both the sealed envelopes containing the technical bid and the financial bid will be put together in a third envelope and the envelope will be sealed and Firm/ Establishment Name, address and telephone number will be written on that envelope along with the Tender ID and Tender Name mentioned. The sealed envelope will be sent/deposited by

speed post or registered post or courier addressing “The Registrar, Dr. Shyama Prasad Mukherjee University, Morabadi, Ranchi – 834008” or by hand in “Office of Registrar, DSPMU, Ranchi”.

12. The tenderer will sign all the documents of the technical and financial proposal himself.
13. The interested bidders can obtain the Tender Document from the **Office of the Section Officer or from the university website www.dspmuranchi.ac.in** during normal working days between 10:00 AM to 04:30 PM starting from 04.09.2026 till 07.09.2026 11:30 AM. The Bidder should submit the Bid document on firm’s letter pad through Registered Post/Speed Post/Courier addressing “**The Registrar, Dr. Shyama Prasad Mukherjee University, Morabadi, Ranchi – 834008**” or by Hand in “**Office of The Registrar, DSPMU, Ranchi**”. The cover superscripted with the **Tender ID** followed by “**Supply and Renting of Tents, Other Allied Items, Stage Decorations and Sitting Arrangements of for 3rd Convocation Ceremony at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand**”. The Bid document must reach the above-mentioned office **latest by 07.09.2026, 11:30 AM**.
14. Address and contact numbers for seeking clarifications & Communication: -

**Controller of Examination,
Dr. Shyama Prasad Mukherjee University,
Morabadi,
Ranchi.**

TERMS & CONDITIONS

THE TENDERER IS REQUESTED TO SUBMIT THE FOLLOWING DOCUMENTS AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE TENDER WILL BE REJECTED.

1. Bidders must compulsorily attach the following documents with the technical bid under the Jharkhand Goods and Services Tax Act :-
 - a. Copy Incorporation Certificate/ Company Registration Certificate.
 - b. GST Registration Certificate.
 - c. Copy of Trade Licence/ Labour Licence.
 - d. Updated GST Return (GST-3B/GST-4).
 - e. Original copy of the document verified by a Chartered Accountant regarding the average turnover of the firm/agency of Rs 5,00,00,000/- (five crores) in the last three years (year 2022 - 23, 2023-24, 2024-25).
 - f. Experience certificate related to successful execution of government programs in the financial year 2022-23, 2023-24, 2024-25). (political program will not be valid).
2. The bidders / firm or agency must attach the following documents under the Income Tax Act with the technical bid.
 - a. Income Tax Return for Financial Year 2022-23, 2023-24, 2024-25.
 - b. Photocopy of PANCARD.
3. **The bidder should submit the Tender Fees of ₹ 5,000/- (Rupees Five Thousand Only) and EMD of ₹ 2,00,000/- (Rupees Two Lakhs Only) in the form of DD/ Banker's Cheque drawn in favour of "The Registrar, DSPMU" Payable at Ranchi.**
The original DD/ Banker's Cheque of Tender Fees and Earnest Money Deposit (EMD) must be sent along with hard copies while submission of Tender Document. The tender received without bank draft will not be considered.
4. A notarized affidavit regarding the bidder not being blacklisted must be attached with the tender.
5. The bidder must have experience of event management related work for at least three projects of Jharkhand Government in the last three years. In this regard, it will be mandatory to attach a copy of the work order of the event management related work done during the said period.

6. The bidders should have experience certificate related to successful completion of a government program of at least Rs. 1,50,00,000/- (one crore fifty lakhs only) must be submitted.
7. No advance amount will be given for the work, but after completion of the work, if the work is found to be of standard quality, the bidders will be paid.
8. The work must be done at the rate submitted by the bidder. No separate handling/transportation expenses/labor will be given for this.
9. The technical bid of the received tenders will be opened first and their technical evaluation will be done in the presence of the tenderers. The financial bid of only those tenderers who are found technically qualified will be opened.
10. Plastic tarpaulin will not be used by the successful tenderer under any circumstances.
11. The work order will be issued only to the tenderer who has submitted the rate.
12. In case the work is not completed on time by the selected tenderer, the work will be done by any other technically successful tenderer at the rate of the selected tenderer (L-1) in view of the importance and necessity of the work and no objection of the selected tenderer will be accepted in this regard.
13. The bill will be paid after deducting tax at source and income tax applicable on the material supplied/work done as per the rate accepted in the tender.
14. Civil Court Ranchi will be the competent court for settlement of any kind of dispute.
15. The Competent Authority of Dr. Shyama Prasad Mukherjee University, reserve the right to accept or reject any tender or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
16. The tender for the work shall remain open for acceptance for a period of Ninety (90) days from the date of opening of tender.
17. The EMD of unsuccessful tender shall be refunded after the award of work to the successful tender.
18. The selection of the agency will be at the sole discretion of the Dr. Shyama Prasad Mukherjee University who reserves its right to accept or reject any or all the proposals without assigning any reason.
19. The Work for the **“Supply and Renting of Tents, Other Allied Items, Stage Decorations and Sitting Arrangements for 3rd Convocation Ceremony at Dr. Shyama Prasad**

Mukherjee University, Ranchi, Jharkhand.” shall be awarded to the qualified responsive tenderer who has quoted in order lowest rate.

20. Delay / Late submission of Bid tenders for whatever is the reason will summarily be rejected.

21. Modification/ Corrections, if any shall be placed in the University Website only.

Appendix 1

Technical Bid

TENDER FOR SUPPLY AND RENTING OF TENTS, OTHER ALLIED ITEMS, STAGE DECORATIONS AND SITTING ARRANGEMENTS FOR 3rd CONVOCATION CEREMONY AT DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

S. No.	Details to be Furnished by the Tenderer		Details provided by the Tenderer
1.	Name and address of the contractor with phone no. and e-mail ID, if any.	:	
2.	Registration number and date of registration of the company/ cooperative/ agency/ SHG/ Society, if any. (Certificate to this effect should be enclosed)	:	
3.	Year of Establishment	:	
4.	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc.). In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation /Certificate of Registration issued by the Registrar of Cooperative Societies/as the case, should be enclosed.	:	
5.	PAN Number (photocopy to be enclosed)	:	
6.	Service tax, Sales tax/ GST Registration No., (Number and photocopy of certificates to be given)	:	
7.	Any other Information	:	

Further it is certified that I/We will abide by the technical and commercial terms and conditions of the Tender and also other rules and regulations of Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.

(Signature of the Tenderer with seal)

Appendix 2

Financial Bid Format for Financial Bid

To

The Registrar,
Dr. Shyama Prasad Mukherjee University,
Morabadi, Ranchi,
Jharkhand.

Sub: Submission of Financial Bid for Supply and Renting of Tents, other Allied Items, Stage Decorations and Sitting Arrangements for 3rd Convocation Ceremony at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.

Madam,

In response to your advertisement of Tender Id: DSPMU/G/408/26 dated 03.09.2026 for "Supply and Renting of Tents, other Allied Items, Stage Decorations and Sitting Arrangements 3rd Convocation Ceremony at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand we herewith submit our financial bid.

SI No	Description	QTY.	UNIT	RATE (Excluding GST)	TOTAL AMOUNT (Excluding GST)
MAIN STAGE					
1	German Hanger - 70ft *100 ft + 220*50*2	29000	Sq. ft		
2	Hanger ceiling coarcading -	29000	Sq. ft		
3	Stage Backdrop Structure with bamboo - 100ft*22ft	2200	Sq. ft		
4	Iron Structure stage with double ply - 60*32	1920	Sq. ft		
5	Stage carpeting - 60ft*32ft	1920	Sq. ft		
6	Stage dedo -124*5	620	Sq. ft		
7	Stage Coarcading walling - 114ft*15ft	1710	Sq. ft		
8	Stage Stair	3	Sq. ft		
9	Stage railing	124	R. ft		
10	Stair railing	48	R. ft		
11	VIP Kalin 12*9	3	Nos		
12	podium	2	Nos		
13	Maharaja Chair	1	Nos		
14	VVIP Chair	10	Nos		
14	Executive VIP Sofa	1	Nos		
15	Wooden teak Centre Table	11	Nos		
16	Hand Towel	3	Nos		

17	Tray	15	Nos		
18	Stair	2	Nos		
19	LED Plasma TV	2	Nos		
20	Cloth Walling	Per Sq. Ft.	Ft		
21	Wooden Teak Sofa	Per Pcs.	Pcs		
22	Glass Centre Table	Per Pcs.	Pcs		
Room for Degree Storage					
1	Trust structure - 32ft*16ft (WATER PROOF)	512	Sq. Ft.		
2	Ceiling - 32ft*16ft	512	Sq. ft		
3	walling - 96ft*12ft	1152	Sq. ft		
4	Table with Cloth and Frill	7	Nos		
Ground					
1	Synthetic carpeting	29000	Sq. ft		
2	Executive VIP Sofa	36	Nos		
3	Wooden teak Centre Table	12	Nos		
4	Barricading- Steel Pole With Chain	100	Nos		
5	Banquet Chair	200	Nos		
6	Plastic Chair	4000	Nos		
7	Name Tag stand	12	Nos		
8	LED Raiser 12ft*4ft x8nos	384	Nos		
9	LED Screen 12ft*8ft	8	Nos		
10	Media Raiser - 24ft*12ft	288	Nos		
11	Technical system for Live Screening	1	Nos		
12	Sound System with cordless Mic , Speaker , Box Etc.	1	Nos		
13	Waterproof Trust structure Pandal - 32ft*16ft.	512	Sq. ft		
14	Ground Net Carpeting -	4000	Nos		
15	Red Runner Carpet - 200ft *10ft	2000	Nos.		
16	German Pagoda 6mt*6mt	6	Sq. ft		
17	Food Table with Cover and Frill	20	Nos		
18	Chowki	15	Nos		
19	Mozo Barricading	500	Rft		
Outer Works					
1	8 pillar gate	2	Nos.		
2	4 pillar gate	2	Nos.		
Flex & Framing					
1	Backdrop 60ft *22ft *1nos	1320	Nos		
2	Gate Top - 24ft*4ft*2Nos.	192	Nos		
3	Gate Left /Right - 12ft*4ft*4Nos.	192	Nos		

4	Podium 4ft*6ft*2Nos.	48	Sq. ft		
VIP LOUNGE					
1	VIP Lounge in German Pagoda with Platform, Ceiling, Walling, Customised toilet, carpeting and sitting arrangements	1	Nos		
Light Arrangement					
1	Lighting Arrangement	1	Nos		
2	Pedestal Fan	40	Nos		
3	Jumbo Cooler Big	12	Nos		
4	Sound System for Rehearsal	1	Nos		
5	Labour & Transporting	1	Nos		
6	Metal Light	Per Pcs.	Pcs		
7	Power Plug	Per Pcs.	Pcs		
8	Ceiling Fan	Per Pcs.	Pcs		
9	Halogen Light	Per Pcs.	Pcs		
Total Taxable Amount					
SGST					
CGST					
Total Amount					

Note: "Keeping in view a modest Budget for this procurement, negotiation with the L1 vendor will be carried out to accommodate the expenses within budgeted amount."

***The Lowest rate of bid will be considered for award of work.**

Name of the Bidder:

Address of the Bidder:

Date: (Signature of the Tenderer with seal)