



Ref. No.: RGIPT/JAIS/DOSA/QE/2026-27/07

विद्यारत्नम् महन्तम्

Date: 16.10.2026

To,
M/s [Name of Firm]
Address
GSTIN:

Sub: Enquiry for Hiring of Tentage, Furniture, Decoration and Lighting Services for the RGIPT Annual Fest "KALTARANG & SOUHARDYA 2026" at RGIPT, Jais, Amethi.

Dear Sir,

We request you to submit your competitive rates for enquiry for hiring of Tentage, Furniture, Decoration and Lighting Services for the RGIPT Annual Fest "KALTARANG & SOUHARDYA 2026" at RGIPT Jais Campus as per the attached BOQ as **Annexure – I** on company letterhead.

Terms & Conditions:

1. All quoted rates must be inclusive of transportation, setup, labour, and dismantling.
2. The enquiry should be sent to us duly **Signed and Stamped only in Sealed Envelope** and super scribed as **Ref. No.: RGIPT/JAIS/DOSA/QE/2026-27/07, Enquiry for Hiring of Tentage, Furniture, Decoration and Lighting Services for the RGIPT Annual Fest "KALTARANG & SOUHARDYA 2026" at RGIPT, Jais, Amethi** by speed post/courier or by hand to the Office of Dean, Student Affairs, RGIPT Jais, Amethi.
3. Copy of GSTIN registration certificate.
4. Entire document duly signed and stamped by the bidder.
5. All material used shall be clean, safe, and of high quality.
6. **Payment Terms:** 100% payment will be released after successful completion of work to the satisfaction of the indenter and submission of the original GST invoice.
7. **Penalty Clause:** If the services are not up to the mark, then the penalty will be imposed (not exceeding 5% of the total value of work order) as proposed by the purchase committee and recommended by the Dean Student Affairs duly approved by the Competent Authority.
8. The selected agency shall be responsible for complete tentage, furniture, decoration and lighting arrangements as per the requirements of the institute during the event period.
9. The bidder shall visit the campus, if required, before submitting the tender to assess the site condition.
10. **Evaluation Criteria:** Enquiry received after the due date, for whatever reason, will not be considered for evaluation. **The order will be awarded to the vendor, whose rate will be lowest in grand total.**
11. The Institute reserves the right to accept/reject all or any part of the offer without assigning any reason thereof.
12. All work will be done one day before the scheduled requirements as mentioned in Annexure – I.
13. Considering the rainy season, the proper necessary arrangements will be managed by the successful bidder.
14. The Institute reserves the right to withdraw the enquiry at any stage of tendering process with the approval of the Competent Authority.
15. Your sealed enquiry should be addressed to: **The Dean, Student Affairs, Rajiv Gandhi Institute of Petroleum Technology, Jais, Mukhetiya More, Harbanshganj, Tiloi, Amethi, UP – 229304.**
16. **LAST DATE FOR SUBMISSION OF ENQUIRY ON OR BEFORE 23.10.2026 BY 4:00 PM.**

Assistant Dean, Student Affairs

Dean, Student Affairs

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi**Event Name:** RGIPT Annual Cultural & Social Fest "KALTARANG & SOUHARDYA 2026"**Event Date:** 30th October to 02nd November 2026**Event Venue:** RGIPT Jais Campus

S/N	Item Description	Qty.	Unit	Days	Total Amount
TENTAGE, FURNITURE & DECORATION					
1	Stage measuring 48 ft × 36 ft × 4 ft (H), with a ramp measuring 8 ft × 16 ft, proper black masking, two different colours of matting (to be changed after every two days), black masking walls on three sides, and stairs on both sides.	1	No.	30 th October to 02 nd November 2026	
2	Green Rooms (18 ft × 18 ft) with proper black masking (no other colour curtains shall be used)	2	Nos.		
3	Flooring	22,000	Sq. ft.		
4	Decorated Entrance Gate (at Football Ground)	1	No.		
5	Stalls of size 12 ft × 18 ft with LED lights, 3 tables with cover & frills, paper rolls (new for each day), 4 chairs with 3 phase connection	12	Nos.		
6	Gallery Structure (18 ft × 600 ft) with proper decoration of lights & props	10,800	Sq. ft.		
7	Flooring (inside Admin Building)	15,000	Sq. ft.		
8	Sofas (new), 2-seater	10	Nos.	30.10.2026 (Only one Day)	
9	VIP Chairs with cover & bow	100	Nos.		
10	Red Carpet (passage to Auditorium + on dais)	2,500	Sq. ft.		
11	Red Carpet for AB1 & AB2	3,000	Sq. ft.		
12	Decorated Entrance Gate at Admin Building	1	No.		
13	Decorated Entrance Gate at AB1	1	No.		
14	Red Fibre Chairs (good quality)	800	Nos.	31.10.2026 to 2.11.2026	
	Red Fibre Chairs (good quality)	300	Nos.		
15	Tables with cover & frill	30	Nos.	30 & 31	
		12	Nos.	01 & 02.11.2026	
LIGHTING WORKS					
16	Lighting decor on bushes and highlighter lights on each tree from Hostel Building to Gate No. 02	1	L.S.	30 th October to 02 nd November 2026	
17	Decoration of bushes, trees and nearby area near Vivekanand Sabhagar	1	L.S.		
18	Skirting lights decoration at Administrative Building	1	L.S.		
19	Highlighter lights for Wall Painting Area	12	Nos.		
20	Parcan Lights	30	Nos.		
21	LED Lights	25	Nos.		
22	Extension Boards	40	Nos.	30 & 31.10.2026	
		10	Nos.	01 & 02.11.2026	

Signature
16/10/26

Signature
16/10/26