



No. Estate/Elect/224/2025

Date: 27/09/2025

To,

Sub.: Enquiry for "Supply and Installation of Series Light, Flood Light, Scaffolding, Electrical Plug Point, Par Light, Live Internet, Single Light Pole, LED TV for Stage, Fan, Generator set with Diesel, and Sound System on rental basis" for the 21th Convocation Function at VNSGU Convention Hall, Surat."

You are requested to quote your rates for *Supply and installation of series light, flood light, scaffolding, electrical plug point, par light, live internet, single light pole, LED TV for stage, fan, generator and sound system on rental basis* for the **21st Convocation Function scheduled on 14/10/2026 at VNSGU Convention Hall, Surat** as listed overleaf. The quotations may be sent to the undersigned in a sealed envelope and superscripted with "Quotation for Enquiry No.: Estate/Elect/224/2025, dtd. 27/09/2025 for Electrical & Communication System, Estate & Store Section". Your quotation should reach the undersigned on or before 06/10/2025 at 05:30 P.M., addressed to **The Dean (Planning & Development), Estate & Store Section, New Admin Buildings. V. National Institute of Technology, Ichchhanath, Surat – 395 007, Gujarat.**

The quotations should be furnished in accordance with the following terms and conditions:

- 1 Attested copy of the valid Registration Certificate of GST & PAN.
- 2 The contractor must carry out a site visit before submitting the quotation, in order to assess the actual site conditions and requirements. A **site visit certificate**, duly signed by the concerned authority, must be uploaded/attached with the quotation as per the format provided in the Annexure.
- 3 The contractor must quote the rate **against each item individually** in the Schedule of Quantities. Failure to quote for any item may lead to rejection of the quotation.
- 2 The rates specified in the quotation are for Supply and installation of series light, flood light, scaffolding, electrical plug point, par light, live internet, single light pole, LED TV for stage, fan, generator and sound system on rental basis for the 21th Convocation Function at VNSGU Convention Hall, Surat on a F.O.R. Institute basis.
- 3 GST and any additional charges such as transportation or any other convenience charges should be taken into consideration while quoting the offer.
- 4 The offered price F.O.R. SVNIT should be clearly specified at the concessional rates allowed to educational institutions as per the relevant notification of the Government.
- 5 The supply order is for a period of 7 days from the date of issue of a confirmed order.
- 6 The period of validity of the quotation should be at least 30 Days. Offer subject to a prior sale may please be avoided.
- 7 Payment shall be made within a period of 30 days from the date of satisfactory completion of the work & submission of bills and official procedure from the account section of the institute.
- 8 All concessions available to an educational institution should also take into account while quoting.
- 10 An offered quotation may be rejected if any ambiguity is found.
- 11 The contractor has to take all safety precautions. In case of any accident during execution of work/supply leading to injuries/damages to human being/equipment, or loss of life the bidder shall be fully responsible for settling all claims and indemnify the department against any claim arising out of such accident.
- 12 The acceptance of inquiry will rest with the competent authority (The Director) who does not bind himself to accept the lowest one and reserves the right to accept or reject any or all the inquiry tenders without giving any reasons thereof.
- 13 The Director reserves the right to accept an offer, which is not strictly conform to the specifications but is otherwise, found suitable. If offers do not comply with standard specifications or are found in broken condition, the same is to be taken from the institute, at the cost and responsibility of the supplier.
- 14 All works will be supervised by the **Decoration & Stage Management Committee** for the 21st Convocation constituted by competent authority SVNIT.
- 15 The contractor shall be responsible for providing all materials as per standard specifications, suitable to the site requirements, and as directed by the Committee.
- 16 The date specified for the Convocation is **tentative**. The competent authority reserves the right to revise the Convocation date. However, the contractor must remain prepared to execute the specified work as per the revised schedule and directions of the Committee.
- 17 The contractor shall also be required to execute part or all of the work **within the SVNIT campus**, if so, directed by the Committee, in addition to the VNSGU Convention Hall.
- 18 All materials and installations must meet **standard specifications** and should be fully functional **one day prior** to the convocation and that should be satisfactory to **Decoration & Stage Management Committee**. The contractor must quote rates accordingly.

- 19 The quantities mentioned in the **Schedule of Quantities** are **estimated and indicative only**, provided solely for reference purposes. These quantities are subject to **variation—either increase or decrease, may or may not execute** —based on the **actual site requirements** and as per the norms and instructions of the institute.
- 20 The contractor shall **not be entitled to claim any compensation or revision of rates** on account of such variations in quantity.
- 21 The **rates/prices quoted** by the contractor in the quotation shall be treated as **firm and final** and shall **remain fixed for the entire contract period**, irrespective of any changes in quantity, duration, or other conditions, except where explicitly approved in writing by the competent authority.
- 22 The contractor must provide a **Diesel Generator set with diesel**, and no additional payment shall be made for diesel.
- 23 The outdoor lights must be operated through **65 kVA DG sets**, while a **125 kVA DG set** shall be kept as a **backup supply for the auditorium**. All necessary connections and arrangements for the same shall be in the contractor's scope.
- 24 The contractor shall carry out the necessary connection of the generator set to the convocation hall's electrical system and other required installations as per the Committee's instructions.
- 25 All wiring work and earthing must be executed in accordance with **electrical safety standards**.
- 26 The contractor must carry out the **connection of the generator to the convocation hall's electrical system and other electrical installations whichever required** as per the Committee's instruction.
- 27 The contractor shall ensure that the **sound system** provided is fully compatible and adequate for the **entire auditorium**, including both **on-stage and off-stage areas**, as well as the **area outside the Convocation Hall**, and that it is installed and executed in accordance with all required technical and acoustic standards.
- 28 If requested, the contractor must produce supporting documents for executed works/items at any stage. Failure to provide documents may result in exclusion of such items from the final bill.
- 29 No escalation in price shall be considered for any reason whatsoever during the contract period, including but not limited to fluctuations in market rates, fuel prices, transportation, or labor charges.
- 30 The contractor shall protect all materials delivered on site from weather damage, mishandling, or injury. The contractor will remain liable for all damages or losses caused due to negligence or omission of his staff, workers, or subcontractors, and all rectifications shall be at his own cost to the satisfaction of the **Decoration & Stage Management Committee**.
The contractor is responsible for **deploying qualified personnel** to operate generators, lighting, sound systems, and other equipment throughout the event.

SCHEDULE OF SUPPLY

Sr. No.	Name of the Equipment/ item(s)	Qty.	Unit	Rate With GST (Rs. Ps.)	Amount With GST (Rs. Ps.)
1	Series Light	1200	Mtr.		
2	Flood Light (Cool White) (minimum 200 Watt)	100	Nos.		
3	LED Screen (200 Sq. Ft.) (10 Ft. × 20 Ft.)	1	Nos.		
4	Scaffolding (minimum 16 Feet)	10	Nos.		
5	Metal Light (Warm White) (minimum 200 Watt)	16	Nos.		
6	Electrical Plug Point	20	Nos.		
7	Par Light	10	Nos.		
8	Gen Set (125 kV) With Diesel	1	Nos.		
9	Gen Set (65 kV) With Diesel	2	Nos.		
10	Live Streaming Internet Connectivity	1	Set		
11	Single Light Pole	10	Nos.		
12	LED TV on Stage (55 Inch)	2	Nos.		
13	Stand Fan (minimum 1800 RPM)	10	Nos.		
14	Sound System HDL20 Top	8	Nos.		
15	Sound System HDL20 Bass	8	Nos.		
16	Sound System Stage Monitor	5	Nos.		
17	Sound System Mixar With Amplifier – PowerHam	8	Nos.		
18	Wireless Microphone	4	Nos.		
19	Wired Microphone	4	Nos.		
20	Stand Microphone	4	Nos.		
Total Amount With GST...					

Yours faithfully,

(Sd/-)
Dean
(Planning & Development)

ANNEXURE
SITE VISIT CERTIFICATE

1.	Name of the Work:	:	
2.	Enquiry Reference No. and Date:	:	
3.	Tenure for Site Visit (as per tender / enquiry)	:	Before the last date of enquiry submission
4.	Actual site visit date & time:	:	
5.	Name of the firm / contractor:	:	
6.	Name of the concerned person OR Representative of the firm / contractor	:	

(PLEASE TICK)

☐ I hereby verify that I have visited the site as per the date and time mentioned above. I confirm that I have understood the broad scope of work and items required for successful execution of the work. I will upload/submit this certificate with the other necessary enquiry documents while applying.

Signature of the firm/Contractor
With Stamp/Seal

Executive Engineer (Electrical)
Estate Section, SVNIT