



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)



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Panbazar, Guwahati-781001

SQN are invited in two-bid system from Agency/Firm, etc for "Preparation of Venue". The last date bid submission is 03.02.2026.

For details of the EOI's check [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

sd/-  
Registrar,i/c

*Hiren Deo*  
Registrar,i/c  
Cotton University  
Panbazar, Guwahati-781001, Assam



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## Short Quotation Notice(SQN) for “Preparation of Venue”

SQN-No. CU/S&P/2026/001 Dt. January 28, 2026

Short Quotation Notice (SQN) are invited in Two-bid system from experienced Professional Agencies/ Firms/etc for **Preparation of Venue for Cultural Night Programme,2026** in connection with the ensuing **Varsity Week** to be held at Principal Bungalow Premise, CU on **8<sup>th</sup> February, 2026**. The following terms and conditions, which are the minimum criteria for this bids/SQN, shall be applied herein:

- The SQN document pertaining to this notice must be downloaded from the University’s website i.e. [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). The bidding document must be submitted in sealed cover, super-scribed as “Preparation of Venue for Cultural Night Programme, 2026,CU: SQN: CU/S&P/2026/01, Dt. 28.01.2026 and addressed to “The Registrar, Cotton University, Panbazar, Pin-781001, Assam”. The name, contact and address of the bidder(s) must be mentioned in the Sealed Cover, which must be submitted during the office hours **on or before 2.00 PM of 03.02.2026** in the drop box arranged for the purpose. Bid Opening may be done by the same day at 3.15 PM in presence of the bidders.
- **Rate quoted by the bidder must be inclusive of all applicable taxes & duties, wages of manpower, onsite delivery, etc (if any), etc.**
- The University reserves the right to amend or withdraw any of the terms & conditions and also update /modify/supplement the minimum criteria / requirements at any point of time for short-listing the bidder.
- Besides, the University reserve the right to accepts, consider or rejects any or all the bids/offer without assigning any reason in lieu thereof.
- The agencies are encouraged to provide as much information and description as possible about their organization, their financial strength, profile of the technical man power in the organization, client profile along with Contact details and their demonstrated professional competency of similar works. The agencies/firms are requested to provide cost of their proposed items/concepts design along with expected date of delivery.
- The reputation of the Firms/Agencies, business turnover, duration of its existence, client profile would be considered in short listing the agencies.
- The University reserves the right to reject any or all the Eols without assigning any reasons whatsoever received against this advertisement
- The law of the land shall be apply to the supply contract(s) / Purchase Order(s) arising out of this bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts failing under the jurisdiction of Kamrup Metropolitan district authority.

Through this EOI, the University will shortlist highly Professional Agencies/Firms having similar experience of “arrangement of venue” for the ensuing “programme” of the University. The short listing will be made in terms of design(if any), quality service, delivery/execution of the work on time, professional competency, prior experience and the involvement cost value of work.

- The work in all aspect will be considered as a “Single Service”, hence all items rates will be considered to award the contract/PO. No partial contact/PO for separate items will be considered.
- **Documents, etc which must be placed inside the Techno-commercial cover** (along with the other relevant documents mentioned above) are :-
  - (i) Photocopy of Up-to-date Valid Trade License with Event Management Registration
  - (ii) Photocopy of GST & 3B Upto-date/Latest GST Filing documents.
  - (iii) Photocopy of minimum 03 no’s Purchase Order/Order related to Venue Preparations in Govt. University/Institute of Higher Education’s within last years in the NER, preferably within Assam.



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- (iv) Photocopy of valid Labour license.
- (v) Photocopy of PWD Building License (Class-I A registration)
- (vi) Photocopy ITR of last 3 years with minimum 50 Lakhs turnover with CA Certified copy
- (vii) Photocopy EPF and ESIC with up to date documents.
- (viii) Copy of this **NIB/bidding documents** duly sealed & signed by the authorized signatory representing the bidder thereby implicating that all norms & conditions stipulated herein are unconditionally acceptable to the bidder.

The tentative requirements are as follows: (**Price Bids** to be placed in Separate sealed envelope)

Sl No	Particulars of items	Quantity/Size (may vary on actual basis)	Rate inclusive of GST
1	PA System (Output)- 4 pair JBL	8	
2	Stage Monitor	4	
3	Audio Mixer	1	
4	Amplifier	1	
5	Microphone (cordless) - Handless Cordless Mic	4	
6	Tech Rider	1	
7	Led Parcan	20	
8	Led Sil Beam Face Light	12	
9	Sharpy	10	
10	Smoke - Haze	2	
11	Blinders	4	
12	White Metal Light For Venue	20	
13	Green Metal Light For Venue Tree Wash	20	
14	Stage with carpet	40 x 30 x 4ft	
15	Backdrop with Flex Printing and mounting on Frame	36 x 10 ft	
16	Carpet for VIP Area	60 x 20 ft	
17	Boleyard with Robes	12	
18	Mojo and bamboo barricading	80 rft	
19	Green Room Octonum Stall with all elements (2 Chairs, 1 Table, 3 Spot light, 2 facia, Dustbin)	2 no's 3 m x 3 m	
20	Banquet Chair	200	
21	Bamboo and Cloth masking	66 x 3 ft	
22	Misc Items, if any for organizing the Programme	Misc	
Total Quoted Amount:			

The Agencies/Firms must be capable of completing their work order and supply the same to the Cotton University **on or before** .....

  
 (Dr. Hiren Deka) **Registrar, i/c**  
 Registrar, Cotton University  
 Panbazar, Guwahati-781001, Assam



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Memo No. CU/S&P/2025/05/.....111 - 25

Dated 29/11/26

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, GOA; is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of '*The Assam Tribune*' and '*Amar Asom*', as well as submit the invoice in triplicate format for claiming the release of payment.
2. The P.S. to the Vice Chancellor, Cotton University.
3. Director, Student Welfare, Cotton University.
4. The Finance Officer, Cotton University.
5. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of this bidding document in the University's website.

Sd/-  
Registrar, i/c