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# MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,  
CHANAKYAPURI,  
NEW DELHI-110021

Ref. No. MT/2018/ 1340 - 1343

Dated:-07-02-2018

M/S \_\_\_\_\_  
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Dear Sir,

Sealed quotations are invited for Tenting work, Stalls etc. during college festival Rhapsody 2018 proposed to be held on 9<sup>th</sup> and 10<sup>th</sup> March 2018 as per detailed below :-

**Details of items attached – “Annexure1- containing one page”.**

While mentioning your rates kindly clarify other charges if any, like transportation and labour etc. The GST / cartage, if any must be quoted separately. The vendor must quote their GST/TIN/TAN/PAN No. on the quotation letter as applicable as per norms.

The principal reserves the right to accept or reject some or all the quotations without assigning any reason, thereof.

If however, it is found that the quality of material provided is of sub- standard, and/or the quality is less than the quality specified in the order letter, the Principal shall have the right to withhold the payment partly or fully and/or penalty may be imposed on the firm. The decision of the Principal/ committee shall be final and binding on you. All the items shall be provided accurately and without any delay on each day at specified timing as shown in Annexure 1 failing which penalty may be imposed or payment will be withheld. While forwarding the lump sum rate of all the items together, all are required to endorse the Annexure 1 by signing on each paper. **All the vendors are strictly required to quote lump sum rate from items Specified from heading B to G in Annexure 1 but for the item mentioned in heading A in Annexure 1 will be mentioned separately for which mode of payment may vary.**

The quotations must reach the College latest by 27-02-2018.

Yours Faithfully,

(Sameer Saini)  
Admin. Officer



# ANNEXURE-1

## Requirements for tenting and etc. - STALL SPECIFICATIONS FOR RHAPSODY 2018

All items are required sharply at the time shown against the venue.

### Requirement for Stalls (Both Days)

1. Number of stalls: **20 (approx.)** with electric extension boards.
2. Size of the stall – **7'-6" x 15'** with two tables and two chairs and canopy.
3. Extra tables as per requirement.
4. Colour – White and Purple.

### OTHER REQUIREMENTS (venue wise)

#### SPORTS GROUND (Both Days)

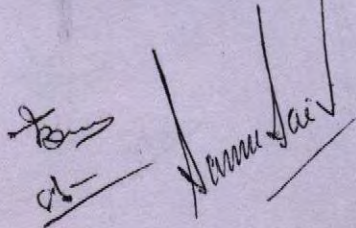
1. 500 chairs (300 with covers, 200 without covers)
2. 20 sofas (3 seater) with cover and two tables
3. 10 umbrellas

#### Amphitheater (9<sup>th</sup> March) (OPEN AUDITORIUM)

1. Green carpet for area near stage
2. 200 chairs (covered)
3. 5 Sofas (3 seater) with cover and 3 tables
4. Stage to be covered (If required)

#### PARKING AREA (10<sup>th</sup> March)

1. Green carpet (25' x 60')
2. White sheets - 2
3. Chairs for judges and audience - 100 (50 with covers, 50 without covers)
4. 2 Tables

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E **GREEN ROOMS (both days)**

1. Curtains for green rooms (room no. 8,9,62 and 2 bamboo rooms ) with 10 mirrors (portable) per room
2. Green room for artist near stage (sports ground)
3. Additional 10 tables and 10 chairs with covers and with canopy for registration desk. Near Room No. 8

F **NEW AUDI (9<sup>Th</sup> March)**

1. 3 tables with cover
2. 5 sofas (3 seater) with cover
3. 1 Podium
4. 2 cordless mics
5. 2 mics

G **EXTRA REQUIREMENTS FOR (BOTH DAYS)**

1. Extension boards with extension cords as per requirement approx. 10
2. 50 dustbins
3. 50 extra tables

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