



NOTICE INVITING QUOTATION

To

M/s _____

Due Date and Time: 28.10.2026, 11:30 AM

Subject: Notice Inviting Quotations for Decoration Work for upcoming Youth Festival

Sealed quotations under registered post/by hand are invited from various firms/agencies for various Decoration work for the upcoming Inter-Zonal Youth Festival (13-15 November, 2026) upto 28.10.2026, 11:00 AM in the Office of Department of Management (Room No. 38, RTR Block), IGU Meerpur, Rewari. Quotations will be open on 28.10.2026 at 11:35 AM in the Room No. 42, RTR Block, IGU Meerpur. The tentative requirements are as follows:

Sr. No.	Requirement	Rate (Lumpsum) ₹
1.	Stage 1 – Main Stage ● Complete stage decoration. ● Rangoli in front of the stage. ● Decoration of entry gates. ● Setting up and decoration of selfie points near Stage ● Decoration of galleries and the podium. ● Other decorations as per requirement and ask by the committee Stage 2 – Kalpana Chawla Auditorium ● Complete decoration of the auditorium. ● Rangoli at suitable locations. ● Decoration of entry gates. ● Podium decoration. ● Other decorations as per requirement and ask by the committee Stage 3 – Seminar Hall-1, Vivekanand Bhawan ● Complete stage decoration. ● Podium decoration. ● Decoration of entry gates. ● Other decorations as per requirement and ask by the committee Stage 4 – Sardar Patel Bhawan ● Decoration of the corridors on the first and second floors. ● Rangoli and other suitable decorative arrangements in the corridors and adjoining areas.	<i>To be quoted by the firm</i>

	- Other decorations as per requirement and ask by the committee Other Important Locations and Floral Arrangements - Decoration of the main University gate. - Selfie Points (3), Other Decorations Work through Floral & Fine Arts etc at various locations as desired by the committee - Decoration of the VC Residence, Main Gate and Front Area etc - Arrangement of round bouquets for guests and dignitaries, as required (minimum 20 per day) - Floral arrangements, including flower pots on tables for VIP/VVIP guests (minimum 20 per day). - Provision of loose flowers and other floral materials as required during the festival.	
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Terms and Conditions

- The quotation shall be submitted in favour of the Registrar, Indira Gandhi University, Meerpur, Rewari.*
- The Committee may increase or decrease the quantity of work as per requirements.*
- Rates shall be inclusive of all applicable taxes/GST, transportation, labour, installation, and other incidental expenses.*
- All decoration work must be completed at least one day before the event or as directed by the Committee.*
- The vendor's representative shall remain available throughout all three days of the Youth Festival, along with the required materials, to complete any decoration work as and when required.*
- The lowest quotation shall not automatically qualify for acceptance. The Committee may reject a quotation if the firm's experience, work quality, or execution capability is unsatisfactory.*
- Payment shall be made after satisfactory completion of the work and certification by the Committee, as per University rules.*
- All vendors are advised to visit the University campus before submitting their quotations to understand the nature of the work and quote their rates accordingly.*

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Convener, Committee

Cc (for kind information and necessary action):

- Director, UCC, I.G. University, Meerpur, with request to upload the same on the university website
- DSW, IGU Meerpur
- F.O., IGU Meerpur
- DR (P&S), IGU Meerpur
- All committee members