



ASSAM UNIVERSITY: SILCHAR
(A Central University Constituted under Act. XIII of 1989)

Assam – 788 011

Telephone: 03842 – 244879, Fax: 03842 – 224797

Invitation for expression of interest

Assam University, a Central University, located at Silchar, Assam is going to likely to be held its 23rd Convocation from 19th to 21st January, 2026. For this purpose Assam University invites sealed tender from Firms/Decorators/Agencies/Designers, for the "Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3400 persons (per day) for three days, guests etc including supplying of necessary items like AC to cover the entire hall, DG Set, Electronic Equipment, LED Display, Sofa set, Chairs, Tables, Dustbins, bio-toilets, temporary urinals & Toilets for male and females, temporary stalls for dress collection, walkway for authority procession, temporary pandel near Exam Building area, in front of Bipin Paul Hall should be covered fully and also the passage for Health Centre to Netaji Mukta Manch may also be covered for student procession etc." Also Hall has to be extended as per requirement without column in between width of the Hall of necessary Stage and hall arrangement to be made as per direction of competent committee of the university.

The interested and financially sound Firms/Decorators/Designers having (1) work experience of similar nature, of value not less than 20 lakhs, single work, in last 5 years in any Central Govt. Deptt/Govt. Institution/PSU, (2) GST Registration, (3) Valid PAN card, (4) Trade license (5) Labour license - are requested to apply with their Credential/Testimonials which is to be sent, to the Registrar, Assam University, Silchar, Assam, PIN-788011, super scribing on the top of the envelope "Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 23rd Convocation to be held at Assam University, Silchar." The completion time for the project is 15 (Fifteen) days from the date of execution of agreement with Selected Bidder.

An EMD of Rs. 50,000/- is required to be enclosed with the bid in the form of call deposit in favour of Assam university, Silchar, valid for six months from any Nationalised Bank, which will be refunded (without any interest) within three (3) months of completion of the work.

Tender Documents can be downloaded from www.aus.ac.in or <https://eprocure.gov.in/eprocure/app>.

Application in plain paper completed in all respect enclosed with non-refundable application fee of Rs.5000/- (Five thousand) only be submitted in demand draft in favour of Assam University, Silchar payable at Silchar and the application should reach to the Office of the undersigned by 16.12.2025 till 1 pm.

The bids shall open for evaluation by the Venue and Stage Arrangement Committee in the presence of interested bidders on 17.12.2025 at 1.30 pm at S.M. Ali Hall, Assam University, Silchar.

In case of any dispute regarding the tender and its execution, the matter will be solved amicably through discussion or referred to a sole arbitrator to be appointed by the University. The award of arbitration shall be final, conclusive and binding upon both the parties and which is governed by Arbitration and Conciliation Act, 1996.

File No. AU/VENUE/CONVO-26

Date: 09/12/2025

(Registrar)

ASSAM UNIVERSITY: SILCHAR

(A Central University Constituted under Act. XXIII of 1989)

TENDER DOCUMENT

Name of Work: Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3400 persons (per day) for three days, guests etc including supplying of necessary items like AC to cover the entire hall, DG Set, Electronic Equipment, LED Display, Sofa set, Chairs, Tables, Dustbins, bio-toilets, temporary urinals & Toilets for male and females, temporary stalls for dress collection, walkway for authority procession, temporary pandel near Exam Building area, in front of Bipin Paul Hall should be covered fully and also the passage for Health Centre to Netaji Mukta Manch may also be covered for student procession etc."

Tender No.: AU/VENUE/CONVO-26

Date: 09/12/2025

- | | |
|--|---|
| • Application/Form Fee | :Rs. 5000/- |
| • Estimated Amount | : N/A |
| • Time of Completion | : 15 Days |
| • Earnest Money | :Rs. 50,000/- |
| • Last date of submission (LDS) online of tender | :16-12-2025up to 1.00 P.M. |
| • Date and Time of online Technical Bid Opening | :17-12-2025to 1.30 P.M. |
| • Date and Time of Offline Documents Submissions | : 16.12.2025 up to 1:00 P.M. |
| • Date and Time of online Price Bid Opening | To be announced after completion of technical bid evaluation. |

Special Instructions for Online Bid Submission.

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://eprocure.gov.in/eprocure/app>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

REGISTRATION

1. Bidders are required to enrol on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Registration” on the e-bid Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
- 8. For any Query contact to Mr. Anil Kumar –07903810198.**

SEARCHING FOR BIDDING DOCUMENTS

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Last date of submission, etc.

PREPARATION OF BIDS

10. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.

11. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

12. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

SUBMISSION OF BIDS

13. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

14. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.

15. ***Bidders** are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of

the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

16. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

17. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.

18. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.

19. Upon the successful and timely submission of bid click "Complete "(i.e., after Clicking "Submit" in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

20. The bid summary has to be printed and kept as an acknowledgement of bid submission.

21. **PRICE SCHEDULE:**

a) **PRICE fills online only.**

b) **The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**

Note:- Site Compatibility

a) Browser used	undefined
b) Full version	119
c) Your OS	Windows Latest Version
d) Cookies Enabled	Yes
e) Your Screen Resolution	1536 x 864

f) Java Enabled

No

Note: The portal is compatible for the following browser version

Firefox	42 to 49
Firefox ESR	52
Edge	Kindly follow the Configuration instructions given in the download section at eprocurement website https://eprocure.gov.in/eprocure/app .
Microsoft Office	Microsoft Office Latest Version

You are using a web browser not supported by this website.

This means that some functionality may not work as intended.

The Browser is not Java enabled. Please enable Java

For Best results the Screen resolution should be set to 1024 x 768

PRICE BID

<div> <div>Validate</div> <div>Print</div> <div>Help</div> </div> <div>Item Rate BoQ</div>			
Tender Inviting Authority: Assam University Silchar.			
<p>Name of Work: "Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3400 persons (per day) for three days, guests etc including supplying of necessary items like AC to cover the entire hall, DG Set, Electronic Equipment, LED Display, Sofa set, Chairs, Tables, Dustbins, bio-toilets, temporary urinals & Toilets for male and females, temporary stalls for dress collection, walkway for authority procession, temporary pandel near Exam Building area, in front of Bipin Paul Hall should be covered fully and also the passage for Health Centre to Netaji Mukta Manch may also be covered for student procession etc."</p>			
Contract No: AU/VENUE/CONVO-26			
Name of the Bidder/ Bidding Firm / Company :			
<p align="center"><u>PRICE SCHEDULE</u></p> <p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>			
NUMBE R #	TEXT #	NUMBER #	TEXT #

Sl. No.	Item Description	Lumpsum Service Charge In Figures To be entered by the Bidder in Rs. P	Lumpsum Service Charge in words
1	2	13	55
1	"Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3400 persons (per day) for three days, guests etc including supplying of necessary items like AC to cover the entire hall, DG Set, Electronic Equipment, LED Display, Sofa set, Chairs, Tables, Dustbins, bio-toilets, temporary urinals & Toilets for male and females, temporary stalls for dress collection, walkway for authority procession, temporary pandel near Exam Building area, in front of Bipin Paul Hall should be covered fully and also the passage for Health Centre to Netaji Mukta Manch may also be covered for student procession etc" at Assam University Silchar.		INR Zero Only
Quoted Rate in Words		INR Zero Only	

Signature Not Verified

Digitally signed by DEBANON DEY
PURKAYASTHA
Date: 2025.12.09 15:02:31 IST
Location: eProcure-EPROC

**Basic Details**

Organisation Chain	Assam University Silchar		
Tender Reference Number	AU/VENUE/CONVO-26		
Tender ID	2025_AUS_889146_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	EOI
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	FDR

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	SCAN COPY OF TECHNICAL BID DOCUMENTS AS PER NIT
		.pdf	SCAN COPY OF SEAL AND SIGNED NIT
2	Finance	.xls	BOQ

Tender Fee Details, [Total Fee in ₹ * - 5,000]

Tender Fee in ₹	5,000		
Fee Payable To	Assam University Silchar	Fee Payable At	Assam University Silchar
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	50,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Assam University Silchar	EMD Payable At	Assam University Silchar

Work / Item(s)

Title	EOI FOR Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers),
Work Description	EOI FOR Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers) ETC
Pre Qualification Details	Please refer Tender documents.

Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Civil Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	15
Location	ASSAM UNIVERSITY SILCHAR	Pincode	788011	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Registrar, Assam University, Silchar, Assam, PIN-7
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	09-Dec-2025 04:25 PM	Bid Opening Date	17-Dec-2025 01:30 PM
Document Download / Sale Start Date	09-Dec-2025 04:30 PM	Document Download / Sale End Date	16-Dec-2025 01:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	09-Dec-2025 05:00 PM	Bid Submission End Date	16-Dec-2025 01:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	208.99	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_934549.xls	BOQ	393.50

Tender Inviting Authority

Name	Registrar
Address	Registrar, Assam University, Silchar, Assam, PIN-788011