RANI RASHMONI GREEN UNIVERSITY
TARAKESWAR, HOOGHLY
West Bengal, India

Present Address: Government General Degree College, Singur, P.O.-Singur, Dist. Hooghly, PIN-712409
Phone- +91 33-2630-0026, Mobile: +91 9046252038
email: rrgu18@gmail.com, registrarrrgu@gmail.com
Website: https://ranirashmonigreenuniversity.ac.in



Memo No: 511/RRGU/Cer. Tender/2026 Date: 12/10/2026

NOTICE

INVITING TENDER FOR SUPPLY & WORK OF PANDAL AND DECORATION ARRANGEMENTS FOR CERTIFICATE DISTRIBUTION CEREMONY-2026

Sealed Tenders are invited from reputed and bonafide Organisation / Companies / Agencies for supply of "**Pandal and Decoration Arrangements**" for the **"Certificate Distribution Ceremony 2026"** of Rani Rashmoni Green University, Tarakeswar, Hooghly.

Sl. No.	Particulars	Specifications	Rate per Plate (Including GST)
	Pandal	1) 160ft.x 70 ft. Program area Pandal, height should be minimum of 15-20 ft, Weatherproof and with heavy-duty Iron/Bamboo. Flame-retardant and waterproof ceiling fabric/tarpaulin layer with complete side masking/curtains. 2) Raised wooden platform/stage of 40 ft.x 24ft. with heavy-duty bamboo/iron cage. 3) Carpet Covering and both side stepping.	
	Decor	1) 3 Nos. Centre` Table with cover in stage. 2) 6 Nos. Minister-Chair for Guest in Stage. 3) Min. 10 nos. VIP Sofa and 20 nos. cushioned chairs with cover for Delegates. 4) 300 nos. Plastic chairs with covers for Students. 5) 2 nos. Stage Podium.	
	Floral Decoration	1) Stage Front Line Decoration 2) 15 nos. Flower Bouquet for Delegates. 3) Flower Decoration for University Main Gate. 4) Floral decoration for stage centre tables.	

- **Tender Schedule**

Starting date of Tender submission	12th October, 2026
Last date of Tender submission	30th October, 2026

Sealed envelope super scribed as " **SUPPLY & WORK OF PANDAL AND DECORATION ARRANGEMENTS FOR CERTIFICATE DISTRIBUTION CEREMONY -2026**" should be dropped in the Tender Box kept at the Office of the Registrar, Rani Rashmoni Green University, Tarakeswar, Hooghly at its present office at Government General Degree Collage, Singur.

- **Terms & Conditions:**

1. The entire quoted rate should comply and have to be valid up to April, 2027.
2. Bidders must possess a valid Trade License, GST Registration, and PAN card.
3. Bidders must have at least 2–3 years of experience executing audio-visual setups for institutional, government, or large-scale university events. Proof of past work orders or completion certificates must be submitted.
4. The contractor is fully responsible for the structural integrity and stability of the pandal against wind, rain, or physical load.
5. All fabric and masking materials used must be treated with fire-retardant solution. Provision of functional fire extinguishers at key points inside the pandal is mandatory.
6. Complete pandal erection, carpet laying, seating placement, and flower decoration must be finished and handed over to the university at least **12 hours prior** to the start of the event for inspection.
7. The vendor must deploy dedicated labours and decorators throughout the event to maintain seating alignment, replace damaged flowers, and manage emergency repairs
8. Technical staff must follow university decorum, display proper ID badges, and adhere to venue safety protocols.
9. The vendor must dismantle the structure and clear all debris, wood, carpets, and floral waste from the campus grounds within **24–48 hours** after the event concludes.
10. The university takes no responsibility for equipment loss, fabric damage, or theft. Any damage caused to university property during pandal assembly/dismantling will be deducted from the vendor's bill.
11. The financial bid rate must cover equipment rental, transportation, setup, labour, technical operation, dismantling, and applicable taxes. No additional charges will be entertained.
12. Payment will be processed within 07–14 days after the event upon submission of valid tax invoices and technical clearance from the event coordinator. No advance payments will be made.

Documents to be Submitted:

1. Trade License Copy
2. GST Certificate of Company/Individual
3. PAN Card of Company/Individual
4. Aadhar Card of Owner
5. MSME Certificate if available
6. Company Address Proof

12.10.2026

Registrar(Oftg.)
Rani Rashmoni Green University