



Govt. of Assam

OFFICE OF THE PRINCIPAL,
KOKRAJHAR GOVT. COLLEGE
P.O.& T.O.: KOKRAJHAR.
Dist.: KOKRAJHAR, BTC (ASSAM)

From: Dr. Dimacha D. Mwchahary
Principal
Email: principalkokgc@gmail.com

Phone: 03661-270245(O)
M. No. 8638471995 (O)

No. KGC/Princ/2023/

Date:11-01-2025

BID INVITATION QUOTATION (BIQ)

Bid Invitation for Supply and Arrangement of Items for Proposed Visit of Hon'ble Chief Minister of Assam

In anticipation of the proposed visit of the Hon'ble Chief Minister of Assam, Dr. Himanta Biswa Sarma, for the inauguration of the University Gate at the new Kokrajhar University campus on **28th January 2025**, sealed bids are invited from reputed and eligible **Event Management Companies / Event Service Providers** for supplying and arranging the items listed in the attached annexure.

1. Bidder Information:

- (i) **Name of the Firm:** _____
- (ii) **Address:** _____
- (iii) **Contact Person:** _____
- (iv) **Phone Number:** _____
- (v) **Email ID:** _____
- (vi) **GST Registration No.:** _____

2. Item Details and Quotation:

Please provide your quotation in the following format:

Sl. No.	Item Description	Quantity	Unit Rate (₹)	Total Amount (₹)
1	Carpet (1.5 m × 15 m)	50		
2	Sound System	3		
3	Pedal	2		
4	Karahi	14		
5	Sochpen	20		
6	Balti (Bucket)	40		
7	Hata	40		
8	Jug	20		
9	Tray	10		
10	Gas Burner	13		
11	Basin Set	2		
12	Water Storage Drum	3		
13	Tarpaulin	11		
14	Halogen Light	8		
15	Gamla	20		



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16	TerangBaxo	4		
17	Light	2		
18	Stage Flower	1		
19	Bamboo Barricade (80 ft × 100 ft)	As required		
20	Carpet All	As required		
21	DG Generator	2		
22	Audience Pandal (130 ft × 80 ft)	1		
23	Plastic Chair	3000		
24	VIP Chair	200		
25	Wooden Chair	20		
26	Tea Table	20		
27	Dining Table	30		
28	Green Room with Toilet	1		
29	Stage (18 ft × 24 ft)	1		
30	View Cutter Wall (1000 run feet)	1		
31	Lecture Stand	2		
32	Audience Pandal (70 ft × 80 ft)	1		

- *Note: All rates should be inclusive of taxes, transportation, installation, and any other applicable charges.*

Instructions to Bidders:

1. **Bid Submission:** Bidders are required to submit their bids in the prescribed format, clearly mentioning the rates for each item, inclusive of all taxes and charges for delivery, installation, and removal (where applicable).
2. **Supporting Documents:** Bidders must attach copies of relevant work experience certificates, company registration, GST registration, and any other documents as specified in the tender notice.
3. **Deadline:** The last date for submission of bids is **20th January 2025 (1:00 PM)**. Bids should be submitted to the Office of the Principal, Kokrajhar Government College.
4. **Bid Opening:** Bids will be opened on **21st January 2025 at 11:00 AM** in the presence of the bidders or their authorized representatives who wish to attend.
5. **Evaluation Criteria:** Bids will be evaluated based on the following criteria:
 - Compliance with the specifications and terms mentioned in the NIQ.
 - Experience and past performance of the bidder.
 - Competitive pricing.
6. **Award of Contract:** The contract will be awarded to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid



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price, provided further that the bidder has the capability and resources to carry out the contract effectively.

7. **Cancellation Clause:** In the event of cancellation or rescheduling of the Hon'ble Chief Minister's visit, the work order issued to the selected firm shall stand automatically cancelled without any claim for compensation.
8. **Payment Terms:** Payment will be made after successful completion of the event and submission of the invoice, subject to verification.

Declaration:

I/We hereby declare that the information provided above is true and correct to the best of my/our knowledge. I/We agree to abide by the terms and conditions mentioned in this BIQ.

Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Firm: _____

Date: _____


Principal
Kokrajhar Govt. College