

TENDER NOTICE

Memo No. 390

Dated: 29-09-2026

Sub: Sealed quotations are invited for Infrastructure/Tentage material, sound and display system, etc. for organizing the 1st Convocation of the University proposed to be on date October 16, 2026

Dear Sir/Madam

Maharana Pratap Horticultural University, Karnal is going to organize its 1st Convocation of the University proposed to be on October, 16, 2026. On this occasion, various degree and gold medal will be conferred to the passed out meritorious students. The Convocation will be held at Mela Ground Site, MHU Uchani campus, Karnal.

Sealed Quotations are invited in the light of the below conditions:

- i. The rate should be quoted for one day above mentioned programme.
- ii. To and fro transportation charges of the material will be the responsibility of the firm.
- iii. The material should be in good condition and shabby/torn off/broken material shall not be displayed.
- iv. The loss/breakage of the material should be the responsibility of the firm supplying the material.
- v. The firm will be responsible for any type of damage to the hired material like; fire, unforeseen natural hazards and any riots etc.
- vi. **Electric supply arrangements including appropriate earthing technically have to be made by the firm along with fueled generator.**
- vii. The display system should be ready three days before the inauguration of the event i.e. October 13, 2026.
- viii. The rates for extra items i.e. diesel generator set, food plate for VVIP/VIP and officers etc. may also be quoted in the quotation.
- ix. The earnest money of Rs. 1,00,000/- must be deposited in the shape of Bank Draft drawn in favor of Store Purchase Officer, MHU, Karnal only along with quotation. No Cheque/ Cash deposit will be accepted. Quotations without earnest money will not be entertained.
- x. The firms have to submit at least 03 proofs/work orders/successful work competition certificate of Government department/corporations/ autonomous bodies of similar work conducted.
- xi. The firm shall submit Income Tax Returns for the previous two financial years, along with a Turnover Certificate from a practicing Chartered Accountant (with UDIN), as proof of an average annual turnover of not less than ₹1.00 crore.
- xii. Broad leveling of the area will be done by MHU. However minute leveling for laying of carpets etc. will be the responsibility of firm.



- xiii. Mirrors shall be provided by the firm in Green room area as per requirement.
- xiv. Cleaning/sweeping of entire premises will be responsibility of firm.
2. The firm will provide following items:
- The tentage material, display and sound system required for the successful organization of the 1st Convocation (Tentative list enclosed). The firm will provide amplifier, laptop and other material required for the effective working of sound and electric systems during the mela.
 - Two TRUSS main gates at the entrance of the pandal and VIP Gates.
 - Backdrop LED screen at main stage.
3. The duly filled sealed quotations titled "Quotation for 1st Convocation of MHU, Karnal" should reach to the O/o Registrar latest by **07-10-2026** before 02:30 PM positively by any mean.
4. The quotations will be opened on **07-10-2026 at 03:00 PM**.
5. Representatives of firms may join the opening of Quotations, if they wish.
6. The date of Convocation can be changed due to administrative reasons/weather disturbances etc.
7. Before submitting the quotation, the firm can visit the site of Mela ground during office hours on any working days.
8. The firm must submit the rates in prescribed proforma (duly signed and stamped) by the firm.
9. A debarred/blacklisted firm at the time of applying this tender will not be considered. In this regard, a self-declaration-affidavit is to be submitted that "the firm is not debarred/blacklisted by any State/ Central Government department/autonomous bodies at the time of applying tender".
10. The lowest bidder (L1) shall be determined on the basis of the total lumpsum amount quoted for the composite scope of work, i.e. tentage material, sound system, other electronic/electrical material, LED display, etc. The rates quoted for additional/extra items namely diesel generator set shall not form part of the L1 evaluation, though these rates must be quoted, shall remain firm for the entire contract period and shall be binding on the firm if such items are ordered.
11. **It will be the responsibility of the firm to obtain all the required NOCs from the government department required for the compliance of security protocol for the Hon'ble Governor of Haryana.**
12. Negotiation shall be held in accordance with the University's negotiation policy.
13. Conditional, incomplete or partially quoted bids are liable to be rejected.
14. Submission of Bids (Two-Bid System): Quotations shall be submitted under the two-bid system, in two separately sealed envelopes enclosed within a single sealed outer envelope:

Envelope – A (Technical Bid): superscribed "Technical Bid – [Name of Work]", containing all required documentary proofs (firm registration, GST registration, PAN, past experience certificates, EMD and any other documents specified in the eligibility criteria).

Envelope – B (Financial Bid): superscribed "Financial Bid – [Name of Work]", containing rates quoted only in the prescribed proforma at Annexure – I, duly signed and stamped on each page.

The outer envelope shall be superscribed with the name of the work, quotation reference number and shall bear the name and address of the firm. Any indication of price, in whole or in part, in the Technical Bid envelope shall render the bid liable to summary rejection. Technical bids will be opened first and financial bids of only those firms found technically qualified shall be opened. The financial bids will be opened right after technical evaluation. Financial bids of technically disqualified firms shall be returned unopened.

15. For further queries/ details contact: **email: regi@mhu.ac.in or 9466437108, 9467070636,**

-Sd-
Registrar



**LIST OF TENTAGE MATERIAL, DISPLAY & SOUND SYSTEM REQUIRED
DURING 1st CONVOCATION**

A. Tentage material required:

Sr. No.	Description of Items	Quantity (Apprx.)
1.	Water and fire proof aluminium hanger (100' x 200' sq. ft.)	01
2.	Main stage (20' x 40' sq. ft)(Safety certificates from concerned authority will be the bidder responsibility)	01
3.	Red/Green carpet	50,000 sqft
4.	Iron cushion chairs with white cover	600
5.	VVIP red carpet (40'X20')	800 sqft
6.	VVIP wooden Chairs with cushion	12
7.	Centre Tables for main stage	05
8.	Hanger draping/ Masking in the hanger near stage up-to Security D	01
9.	Water and fire proof VIP Lounge hanger (20' x 20'sq feet) with sofa (10), table (05), floor mats and package AC Units (02 nos. with minimum 03 ton capacity) to cover whole area suitable for 20-30 persons	01
10.	Water and fire proof VIP Lounge hanger (30' x 30'sq feet) with sofa (20), table (10), floor mats and package AC Units (05 nos. with minimum 03 ton capacity) to cover whole area suitable for 40-50 persons	01
11.	Wooden Table with cover	10
12.	Side Curtains	900 x12'
13.	Barricades Fencing (100x 8')	800 sqft
14.	Sofa for front row (dignitaries in audience)	40
15.	Table for front row	20
16.	Octonorum infrastructure of ply-board panels under the coverage of the CANOPY/ Marque (Pagoda) (16'x 16') made up of MS tube structure covering top with water-proofing (Tirpal).	14
17.	Pipe pandal of cotton ceiling	160 x15 sqft
18.	Light (100w)	100
19.	Vanity van with the provision of separate urinals for males and females	01

B. Sound System and other electric items required:

Sr. No.	Description of Items	Quantity (Apprx.)
1.	Stage mic	02
2.	Line array	08
3.	Box (15 inches)	8
4.	Box (12 inches)	4
5.	Package AC Units for main stage (minimum 03 ton capacity)	08
6.	Cooler Jumbo	20
7.	LED Display Wall for the main stage backdrop (P3) (14'x40')	01
8.	Plasma TV (45 inches)	03
9.	Monitor Speaker Box	03
10.	Big Standing Fan	40
11.	Generator Set 62.5 KVH with diesel	03
12.	Iron pipe for flags	100

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C. Decoration of Stage, Main-gate etc.

Sr. No.	Description of Items	Quantity (Appx.)
1	Entire stage front with (Bouquet, Marigold Garlands Greens)	01
2	Podium with Bouquet, Marigold Garlands	
3	Small table bouquet (Premium quality) on stage	
4	Entrance gate with marigold garlands greens	

D. VVIP/VIP Food.

Sr. No.	Description of Items	Quantity (Appx.)
1	Fresh Salad & Accompaniments: Green Salad, Mixed Vegetable / other Raita, Pickle, Chutney etc. Rice: Jeera Rice/ Pulao Main Course: Kadhai Paneer, Dal Tadka. Mixed Vegetables, Matar Mushroom Indian Breads: Missi Roti, Plain Roti, Lachha Paratha, Naan Desserts: Ice Cream, Moong Dal Halwa Beverages/ Services: Coffee machine with ingredients, Packaged drinking water, Bone China Crockery, professional waiter Services Note: Minor changes in Menu can be done on mutually agreed basis	100 Members

E. Food for Officers/ students etc.(Buffet)

Sr. No.	Description of Items	Quantity (Appx.)
1	Fresh Salad & Accompaniments: Green Salad, Raita, Pickle, Chutney etc. Rice: Jeera Rice/ Pulao Main Course: Paneer sabji, Dal Tadka, Mixed Vegetables Indian Breads: Mix breads Desserts: Ice Cream Beverages/ Services: drinking water, Good Crockery, LED food counters Note: Minor changes in Menu can be done on mutually agreed basis	400 Members

F. Water arrangement for pandal

Sr. No.	Description of Items	Quantity (Appx.)
1	water camper with paper glass and services for 600 persons	1 day

Note: This is tentative list. Items can be increased or decreased as per requirement.

-Sd-
Registrar

Documentary Proofs must be attached in the sealed Envelope – A (Technical Bid)

S. No.	Proofs required	Proofs attached at page no.
1.	GST registration	
2.	PAN card	
3.	Past experience certificates	
4.	ITR and turnover certificate	
5.	EMD	
6.	Blacklist self declaration-affidavit	

Authorized signature with stamp



ANNEXURE-I

PERFORMA FOR FINANCIAL BIDS FOR THE UDHYANMELA -2026

Sr. No.	Particular	Detailed Information
1.	Name of the firm	
2.	Corresponding Address (with Pin Code)	
3.	Contact Details	Phone no: Email id:
5.	Details of Bank Guarantee attached (In favor of: Store Purchase Officer, MHU, Karnal, Payable at Karnal)	Amount: 1,00,000/- DD No: Name of Bank: Branch: IFSC Code:
6.	Rate quoted for tentage material, display and sound system, decoration, food and water etc. for one day (In Rs.)	Rates including GST: In Figures: In Words:
7.	Rates of Extra items	Per Generator set (62.5KVA) including GST: In Figures: In Words: per plate VVIP/VIP food In Figures: In Words: per plate officers/students food In Figures: In Words:
8.	Remarks (if any)	



Authorized signature with stamp