



# SNDT WOMEN'S UNIVERSITY

Re-Accredited by NAAC, with A+  
Bharat Ratna Maharshi Karve Vidyavihar, 1, Nathibai Thackersey Road, Mumbai - 400 020.

## Department of Sports and Physical Education

Dr. Kavita Kholgade  
Director of Sports and Physical Education

Ref.no: Sports/AIU Kho-Kho/VC Order/2026-27/13

08/04/2026

### Web Notification (Event Requirement)

## INVITATION FOR EVENT (TOURNAMENT) SERVICES FOR ALL INDIA INTER UNIVERSITY KHO-KHO COMPETITION 2026

Sealed quotations are invited for providing **Event Requirement Services** for the **All India Inter University Kho-Kho Competition 2026** to be held at **SNDT Women's University, Juhu Campus** from **19<sup>th</sup> to 23<sup>rd</sup> April 2026**. The service providers are advised to carefully study all technical and commercial aspects, instructions, terms and conditions mentioned in this document.

The service shall include stage, ground arrangement, sound system, Chairs, table, Box gate frame, banners for **five days**. Failure to furnish all the information required in the quotation may result in rejection of the quotation. The University reserves the right to reject any quotation, wholly or partly, without assigning any reason thereof.

### Quotation Details

Particulars	Details
Name of Item / Service	Event Requirement Services for the All India Inter University Kho-Kho Competition 2026
Event Dates	19 <sup>th</sup> to 23 <sup>rd</sup> April 2026
Services Required	VIP Stage for Ceremony, Ground Arrangement, Ground Lights, Sound System, Banner Box Gate, Mandap & Chairs and Tables
Venue of Submission	Department of Sports and Physical Education SNDT Women's University, 1 <sup>st</sup> Floor, Above Patkar Hall, Mumbai 400020
To be Addressed to	Director of Sports and Physical Education SNDT Women's University, 1, N.T. Road, New Marine Lines, Mumbai 400 020
Contact Telephone	<b>8983876483</b>
Deadline of Submission	15/04/2026



## Instructions

1. Dates mentioned herein are scheduled dates for the All India Inter University Kho-Kho Competition. Any changes in the dates of submission and processing shall be notified in the Quotations / Tenders section on the University website.
2. Quotations should clearly mention all the **technical specifications and Any other arrangement regarding tournament conditions** mentioned in this document.
3. To view quotation notices, kindly visit the official website of **SNDT Women's University, Mumbai: [www.sndt.ac.in](http://www.sndt.ac.in)**

### The quotations are invited for the following services:

The quotations are invited in **two parts under the Three Envelope System**. The **Technical Bid** shall be enclosed and sealed in **Envelope No. 1**.

The **Financial Bid/ Schedule of Rates** shall be filled in and enclosed in **Envelope No. 2**.

Both the sealed envelopes shall be kept in **Envelope No. 3**, which shall be large enough to contain both envelopes.

On each envelope, **the name and address of the bidder**, along with the **contact number**, shall be clearly written. The **name of the bidder** should be mentioned on the top of the envelope. The number of required quantity may vary at the time of placing the final order.

### Envelope No. 1: The envelope must contain:

1. **Covering letter** with details of the bidder including:
  - o Name of firm / proprietor
  - o Full address
  - o Contact number/ mobile number
  - o E-mail ID
  - o Signature and seal

In case of a partnership firm, the name and address of partners along with a copy of the Partnership Deed should be enclosed.

2. **Type of business entity:**
3. **Certified copy of GST Registration Certificate**
4. **PAN Card Copy**
5. **List of major clients/ institutions served** (minimum 3)
6. **Work Experience Certificate/ Work Orders/ Service Completion Certificate** (at least from one client)

### Event (Tournament) Requirement

1	VIP Stage for Ceremony	1. Stage: 12x 30 = 360 sq. ft Height 4 ft 2 steps Red carpet, Back Drop and Mandap in cloth Cushion white sofa 3 Nos. 2 setter 12 Steel cushion chairs with cover 2. Stage: 12x 20 = 240 sq. ft Height 1.5 sq. ft, Red Carpet 2 Steps, Mandap in cloth 30, 60 plastic chairs with cover Total 2 stage
2	Ground Arrangement	1. Canopy 10x10 = 4 Nos. 2. Table with Freel = 4 Nos. 3. Plastic Chairs with black cover = 100 Nos. 4. Poles for flags No .25
3	Ground Lights	Light Tower 6 Nos. LED White Focus Light 250 Nos.



4	Sound System	1. Speaker 6, Cordless Mike 2, Podium Mike 02 etc. 2. D.J. Operator
5	Banner Box Gate	1.Box Gate with wooden frame Size 20x3=3 frame 180 sq. ft 2.12x3=8 frame 768 sq. ft 3. 16x3= 1 frame 48 sq. ft 4. 8x10 Banner 10 Nos. total 800 sq. ft 5. Stage Back Drop Banner 10x30=300 sq. ft 6. Stage Front side 4x30=1 Nos.120 sq. ft
6	Mandap, Chairs and Tables	1.Mandap 10x120=1200 sq. ft (only Top) 2. 150Chairs, 30 Tables with Covers, 3. Ground Side Partition with cloth 500x7=3500 sq. ft

### Additional Technical Requirements

1. Timeline for installation, operation, dismantling, and service support.
2. Quality specification for printing materials, banners, brochures, standees, and signage.
3. Assurance regarding timely execution, quality, safety, and proper coordination.
4. Replacement/backup arrangements in case of equipment failure / damage.
5. Any special arrangements for VIP / dignitaries / chief guests, if applicable.

*The bidder should clearly mention the following in the Technical Bid:*

### Envelope No. 2: The envelope must contain:

The Financial Bid shall be submitted in the prescribed format on the **letterhead of the bidder.**  
Financial Bid Format

Sr No.	Item / Service Description	Rate Unit (INR)	Taxes (INR)	Total Estimated Cost (INR)
1.	VIP Stage for Ceremony 5 Days Dt.19.4.2026 to 23.4.2026			
2.	Ground Arrangement 5 Days Dt.19.4.2026 to 23.4.2026			
3.	Ground Lights 5 Days Dt. 19.4.2026 to 23.4.2026			
4.	Sound System 5 Days Dt. 19.4.2026 to 23.4.2026			
5.	Banner Box Gate 5 Days Dt.19.4.2026 to 23.4.2026			
6.	Mandap, Chairs and Tables 5 Days Dt. 19.4.2026 to 23.4.2026			



### **Financial Bid Terms & Conditions**

1. The rate quoted should be **inclusive of all charges**, including preparation charges, serving charges, manpower/ service staff charges, transportation charges, packing charges), and any other incidental expenses.
2. **Taxes/ GST**, if applicable, should be **clearly mentioned** in the quotation.
3. The **final number of participants /quantity** may vary at the time of placing the final work order.
4. The quoted rates shall remain **valid for 45 days** from the date of submission deadline.
5. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the quantity/ number of persons; and finalize the order as per institutional requirements.
6. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the quantity/ number of persons; and finalize the order as per institutional requirements.

### **Envelope No. 3**

Envelope No. 3 shall contain:

- **Envelope No. 1 - Technical Bid**
- **Envelope No. 2 - Financial Bid**

### **Notes:-**

1. Packing and transport charges, transit insurance, and charges for any Government permissions will be inclusive in the quoted rate
2. Please note that the University reserves the right to accept or reject all or any of the bids without assigning any reason whatsoever.
3. Printing charges for logo, name, and number should be included in the cost
4. Selection will be done based on the quality as well as cost (QCBS)
5. No partial/ incomplete financial bid will be considered



  
Dr. Kavita Kholgade,  
Director Sports and Physical Education