

INVITATION FOR QUOTATIONS OF PENDOL (GERMAN HANGER) VARIOUS SERVICES REQUIRED FOR UNVEILING OF MAHARSHI KARVE STATUE FOUNDATION DAY AND INNOVATION MAHAKUMBH 2.0

Sealed quotations are invited for Pandol (German Hanger) **various services for the Pandol (German Hanger), unveiling of Maharshi Karve Statue, Foundation Day and Innovation of Mahakumbh 2.0** to be held at **SNDT Women's University, Pune Campus on 5th and 6th July, 2026**. The service providers are advised to carefully study all technical and commercial aspects, instructions, terms and conditions mentioned in this document.

The **Various Services** shall include **Pendol Setup for two 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	various services for the unveiling of Maharshi Karve Statue, foundation day & Innovation Mahakumbh 2.0
Event Dates	5th and 6th July, 2026
Services Required	Auditorium Setup, (German Hanger), Sound Items, Light items, Man power, Electric and Electronic arrangements, waste management, etc.
Venue of Submission	SNDT College of Home Science, SNDT Women's University, Pune Campus, Karve Road, Pune – 411038
To be Addressed to	The Registrar, SNDT Women's University, Pune Campus, Karve Road, Pune – 411038
Contact Telephone	9762141515, 8380017888
Deadline of Submission	30th June, 2026 up to 5.00 PM

Instructions

1. Dates mentioned herein are scheduled dates for the **unveiling of Maharshi Karve Statue and Innovation of Mahakumbh 2.0**. 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, Exhibition details, rates, taxes and terms & 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**

The quotations are invited for the following services:

Various 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 / Event Management firm** should be mentioned on the top of the envelope. The number of participants 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 / catering service provider, 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:** Authorized Service Provider / Event Management / Event Setup / Any other (to be specified)
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)
7. The details about the **Pendol (German Hanger), unveiling of Maharshi Karve Statue, Foundation Day and Innovation of Mahakumbh 2.0** should be submitted in the prescribed format on the letterhead of the bidder or with the bidder's seal and signature as follows:

Description :

Sr. No.	Item Description	Quantity	Units
1	2	4	5
1	Water Proof Pendol setup under German Hanger structure	7000 sq.ft	
1.1	Main Stage Setup: * D-shaped stage of approx. 30 ft × 40 ft * Steps on both side 8 ft wide with railing and masking.	1200	Sq. Ft.
1.2	VIP Lounge for 25 VIP Person seating capacity	25	Nos

	Well-designed one air conditioned (with Tower AC) VVIP room with proper wooden platform, flooring.		
1.3	Waterproof Flooring in Pendol with wooden blocks		
2	MANPOWER		
2.1	Attendant / facilitators (Male &Female) well experienced duly uniformed (4 Person)	4	Nos
2.2	Charges for sanitation / cleaning Supervisor for Cleaning materials wearing Caps and T-shirts with printed logo of Swachh Bharat Abhiyan. (2 Person)	2	Nos
3	Human Resource/ Manpower Requirement		
3.1	Charges for sanitation / cleaning workers for 3 days with cleaning materials	1	Job
4	TOILETS		
4.1	Providing temporary Toilet Blocks with necessary sanitary equipment's. (Units)	10	Nos
4.2	Vehicle mounted Non-AC Toilet Van: for VIP lounge, placed at back side (one male and one female) with attendant. Facility should be provided one day before the event for entire duration of the fair, if required on per day basis.	1	Per Day
5	FIRST AID FACILITIES (MEDICAL FACILITIES)		
5.1	First Aid Room 6 M X 3M with all required facilities curtains/divider in German Pagoda	1	Nos
6	Others		
6.1	Store Room (5 M X 5 M) aluminium R8 system with powder coated finish with laminated panels, carpet, lighting & basic furniture	2	Nos
6.2	Housekeeping room (3 M X 3 M) aluminium R8 system with powder coated finish with laminated panels, carpet, lighting & basic furniture	1	Nos
6.3	Fire service room (3 M X 3 M) aluminium R8system with powder coated finish with laminated panels, carpet, lighting & basic furniture	1	Nos
6.4	Security room (3 M X 3 M) aluminium R8system with powder coated finish with laminated panels, carpet, lighting & basic furniture	1	Nos
6.5	Providing Parking Arrangement for VIPs, Official and all Visitors with CCTV and security, PA System and sufficient lighting arrangement.	1	Jobs
Total in Figures			

Additional Technical Requirements

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

Technical Bid:

- **The following documents are required to be submitted under technical bid.**
- The Company/Firm/Holding Company should have experience in respect of the Venue Setup / Event management services to educational institutions or universities.
- Any special arrangements for conference guests / dignitaries, if applicable
- Safety Purpose : Stability Certificate of Stage and Pandal should be obtained from PWD or any other Government agencies for safety purpose by the selected vendor without any extra cost.

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 Description	Quantity	Rate Per Person / Unit (INR)	Taxes (INR)	Approx. Quantity / No. of Persons	Total Estimated Cost (INR)
1	2	3				
1	Water Proof Pendol setup under Germen Hanger structure	7000 sq.ft				
1.1	Main Stage Setup: * D-shaped stage of approx. 30 ft x 40 ft * Steps on both side 8 ft wide with railing and masking.	1200				
1.2	VIP Lounge for 25 VIP Person seating capacity Well-designed one air conditioned (with Tower AC) VVIP room with proper wooden platform, flooring.	25				
1.3	Waterproof Flooring in Pendol with wooden blocks					
2	MANPOWER					
2.1	Attendant / facilitators (Male &Female) well experienced duly uniformed (4 Person)	4				
2.2	Charges for sanitation / cleaning Supervisor for Cleaning materials wearing Caps and T-shirts with printed logo of Swachh Bharat Abhiyan. (2 Person)	2				

3	Human Resource/ Manpower Requirement					
3.1	Charges for sanitation / cleaning workers for 3 days with cleaning materials	1				
4	TOILETS					
4.1	Providing temporary Toilet Blocks with necessary sanitary equipment's. (Units)	10				
4.2	Vehicle mounted Non-AC Toilet Van: for VIP lounge, placed at back side (one male and one female) with attendant. Facility should be provided one day before the event for entire duration of the fair, if required on per day basis.	1				
5	FIRST AID FACILITIES (MEDICAL FACILITIES)					
5.1	First Aid Room 6 M X 3M with all required facilities curtains/divider in German Pagoda	1				
6	Others					
6.1	Store Room (5 M X 5 M) aluminium R8 system with powder coated finish with laminated panels, carpet, lighting & basic furniture	2				
6.2	Housekeeping room (3 M X 3 M) aluminium R8 system with powder coated finish with laminated panels, carpet, lighting & basic furniture	1				
6.3	Fire service room (3 M X 3 M) aluminium R8system with powder coated finish with laminated panels, carpet, lighting & basic furniture	1				
6.4	Security room (3 M X 3 M) aluminium R8system with powder coated finish with laminated panels, carpet, lighting & basic furniture	1				
6.5	Providing Parking Arrangement for VIPs, Official and all Visitors with CCTV and security, PA System and sufficient lighting arrangement.	1				
Total in Figures						

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, utensils / disposable items / eco-friendly serving material (if applicable), 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. **Preference** will be given to Pune vendors, considering the event venue at Pune.

Envelope No. 3

Envelope No. 3 shall contain:

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

The superscription on Envelope No. 3 should be:

“Quotation for Catering Services for unveiling of Maharshi Karve Statue and Innovation of Mahakumbh 2.0 (5th & 6th July, 2026)”

**Prof. Vilas Nandwadekar
Registrar,
SNDT Women’s University,
Churchgate, Mumbai -20.**