EOI No.: GUG/GEN/2026/86
Date: 26-11-2026

EXPRESSION OF INTEREST (EOI)
GURUGRAM UNIVERSITY GURUGRAM

For Empanelment of Agencies for Providing Tentage, Event Infrastructure and Allied Services on Rate Contract Basis

1. Background

University invites sealed Expression of Interest (EOI) from reputed, experienced, and financially sound agencies/firms for empanelment and award of Rate Contract for providing tentage, event infrastructure, furnishing, lighting, sound, and allied services for various University functions and events.

The services shall be required for academic, administrative, cultural, sports, conference, seminar, workshop, convocation, youth festival for students, hospitality, and ceremonial events organized by the University from time to time at its campus and associated venues (Sector 51, 87).

The empanelment shall initially be valid for a period of two (2) year(s), extendable further subject to satisfactory performance and mutual consent on the same terms and conditions.

2. Scope of Services

The selected agency/agencies shall be responsible for providing complete tentage, and allied arrangements, including but not limited to the following:

A. Tentage & Event Infrastructure

• Waterproof tents, pandals, shamianas, canopies, German hangars, exhibition stalls, and temporary sheds

• VIP lounges, green rooms, temporary partitions, and cabins

• Stage fabrication, stage backdrop, trussing, and platform arrangements

• Barricading and queue management systems

B. Furniture & Furnishing

• VIP sofas, chairs, banquet chairs, executive seating, tables, counters, podiums, etc.

• Carpeting, flooring, rugs, and furnishing items

• Linen, chair covers, skirting, and decorative fabrics

C. Electrical & Illumination

• Decorative lighting and general illumination

• Flood lights, focus lights, LED walls/screens (if required)

• Silent DG sets/generator backup with cabling and electrical accessories

• Fans, coolers, heaters, and air-conditioning arrangements

D. Audio & Technical Support

• Public Address System (PAS)

• Sound systems, cordless microphones, mixers, speakers, and allied accessories

• Technical manpower/operator support during events

E. Decoration & Miscellaneous Services

• Floral decoration and thematic décor

• Signages, flex/banner installation support

• Housekeeping and post-event cleaning

• Any other event-related infrastructure/services as may be required by the University

The agency shall ensure timely installation, operational readiness before commencement of events, smooth execution during the event period, and proper dismantling/clean-up after completion of the event.

2. Eligibility Criteria

The bidder must fulfill the following minimum eligibility requirements:

S. No.	Eligibility Requirement	Supporting Documents
1	The agency should be registered in India	Certificate of Incorporation/Registration
2	Minimum 03 years' experience in Tentage /Event Management Services	Work Orders/Completion Certificates
3	Experience of at least 03 similar assignments in Universities/Govt./PSUs/Corporate Institutions	Documentary Proof
4	Annual average turnover of not less than Rs.50.0 lacs during last 03 financial years	CA Certified Balance Sheets
5	Valid GST Registration	GST Certificate
6	PAN Card	Copy of PAN
7	The bidder should not be blacklisted/debarred	Self-declaration on letterhead

3. BID STRUCTURE

The bids shall be submitted in Two-Bid System:

Envelope–I : Technical Bid

Envelope–II : Financial Bid

Both envelopes shall be sealed separately and placed inside one master envelope superscribed.

4. TECHNICAL BID

The Technical Bid should contain the following:

4.1 Mandatory Documents

1. Covering Letter
2. Technical Bid Form
3. Company Profile
4. PAN & GST Certificates
5. Registration Certificate
6. Audited Financial Statements (Last 3 Years)
7. Experience Certificates/Work Orders
8. Client List
9. Infrastructure & Equipment Details

10. Manpower Details

11. Affidavit for Non-Blacklisting

4.2 Technical Evaluation Criteria

The Technical Bids shall be scrutinized to assess the eligibility, technical capability, infrastructure availability, experience, manpower strength, and overall suitability of the bidder.

Only those bidders who qualify in the Technical Evaluation shall be considered for opening of the Financial Bid.

The University may also conduct:

• Physical inspection of infrastructure/equipment;

• Verification of documents;

• Presentation/Demonstration

The decision of the University regarding technical qualification shall be final and binding.

5. FINANCIAL BID

The Financial Bid shall include fixed percentage rates inclusive of transportation, labour charges, installation, dismantling, service charges, and other incidental expenses, but excluding GST tax.

The Financial Bid should strictly be submitted in the prescribed BOQ format only.

FOR TENTAGE, EVENT INFRASTRUCTURE

Note:

1. Rates shall be quoted in Indian Rupees (INR) only.

2. Rates shall be inclusive of transportation, loading/unloading, installation, dismantling, labour charges, service charges, tools & tackles, packing material, insurance, and all incidental expenses.

3. GST shall be quoted separately, wherever applicable.

4. The quantities mentioned are indicative only and may vary depending upon event requirements.

5. The bidder shall quote fixed percentage rates against overall items.

6. Incomplete financial bids are liable to be rejected.

PART – A

TENTAGE & EVENT INFRASTRUCTURE SERVICES

Sl. No.	Description of Item	Unit	Approx. Qty.	NS Rate (Rs.) without taxes
1	Waterproof Tent/Pandal with installation	Per Sq. Ft.	1	37
2	German Hangar Structure	Per Sq. Ft.	1	39
3	Shamiana Setup	Per Sq. Ft.	1	20
4	Exhibition Stall Setup	Per Stall	1	4793
5	VIP Lounge Setup	Per Event	1	26140

6	Green Room Arrangement	Per Room	1	12155
7	Registration Counter Setup	Per Unit	1	5385
8	Welcome Gate/Arch	Per Unit	1	17282
9	Barricading Arrangement	Per Running Ft.	1	79
10	Stage Fabrication (Standard Height)	Per Sq. Ft.	1	72
11	Wooden Platforming	Per Sq. Ft.	1	99
12	Backdrop Fabrication	Per Sq. Ft.	1	50
13	Podium/Lecteture stand	Per Day	1	2723
14	Banquet Chair with Cover	Per Day	1	105
15	Plastic Chair	Per Day	1	43
16	VIP Sofa (3-Seater)	Per Day	1	1615
17	Center Table	Per Day	1	502
18	Round Dining Table	Per Day	1	562
19	Buffet Table Setup	Per Day	1	765
20	Red Carpet	Per Sq. Ft.	1	10
21	Synthetic Carpet	Per Sq. Ft.	1	12
22	Wooden Flooring	Per Sq. Ft.	1	55
23	Vinyl Flooring	Per Sq. Ft.	1	49
24	Floral Decoration	Per Event	1	43297
25	Flower Bouquet	Per Unit	1	729
26	Signage/Directional Board	Per Unit	1	4027
27	Decorative Lighting Setup	Per Event	1	49695
28	LED Focus Light	Per Unit	1	1248
29	Flood Light	Per Unit	1	883
30	Electrical Wiring & Distribution	Per Event	1	27022
31	Generator Set (25 KVA)	Per Day	1	7583
32	Generator Set (62.5 KVA)	Per Day	1	12491
33	Generator Set (125 KVA)	Per Day	1	17777
34	PA System	Per Event	1	26644
35	Sound System with Mixer	Per Event	1	37726
36	Cordless Microphone	Per Unit	1	1757
37	Collar Microphone	Per Unit	1	2296
38	LED Wall (8x10 Ft.)	Per Day	1	13716
39	LCD Projector	Per Day	1	5252
40	Projection Screen	Per Day	1	4201
41	Air Cooler	Per Day	1	1772
42	Industrial Fan	Per Day	1	810
43	Air Conditioner (2 Ton)	Per Day	1	8096
44	Room Heater/Blower	Per Day	1	1966
45	Drinking Water Station	Per Event	1	4311
46	Mobile Washroom Unit	Per Day	1	13640
47	Housekeeping Staff	Per Person/Shift	1	1356
48	Event Supervisor	Per Person/Shift	1	2803
49	Skilled Technician	Per	1	3473

		Person/Shift		
50	Loading/Unloading Charges	Per Event	1	49787
51	Bouncers	Per Person/Per shift	1	2431
52	Focus Camera	Per Unit	1	9002

If any other items addition to above is required than it must be provided by you on market rate basic after approval from the convener of the program.

5. EARNEST MONEY DEPOSIT (EMD)

The bidder shall submit an EMD of Rs. 2 Lakhs.

EMD of unsuccessful bidders shall be refunded without interest.

6. PERFORMANCE SECURITY

The successful bidder shall submit a Performance Security Deposit in the shape of bank guarantee/FDR for amounting of 5 Lakhs for the period of 2 years and 2 months in favour of Registrar, Gurugram University, Gurugram.

7. GENERAL TERMS & CONDITIONS

1. The University reserves the right to accept or reject any or all bids without assigning any reason.
2. The rates finalized shall remain valid for a period of _____.
3. The agency shall ensure timely execution of services.
4. Subletting of work shall not be permitted.
5. The agency shall comply with all labour laws, taxation rules, and statutory regulations.
6. Any damage caused to University property shall be recoverable from the agency.
7. Payment shall be made after satisfactory completion of work and submission of bills.
8. In case of any violation/ breach of contract conditions the Gurugram University has right to recovered the loss from the performance security.

8. VALIDITY OF RATES

The approved rates under the Rate Contract shall remain valid for a period of two year(s) from the date of award of contract and may be extended further with mutual consent and satisfactory performance.

9. SUBMISSION DETAILS

Last Date for Submission: 03.12.2026

Time: 04:00 PM

Venue:

Office of the Registrar
Gurugram University, Gurugram Sec-87

10. CONTACT DETAILS

For clarification regarding this EOI:

Name: Mr. Deepak Kaushik
Designation: General Branch
Phone: 9728264999
Email: general@gurugramuniveristy.ac.in

ANNEXURE–I

TECHNICAL BID FORM

(To be submitted on bidder's letterhead)

Name of Firm:

Address:

Contact Person:

Mobile No.:

Email:

Year of Establishment:

GST No.:

PAN No.:

Annual Turnover:

Number of Employees:

Major Clients:

Authorized Signatory
(Sign & Seal)

ANNEXURE–II

DECLARATION

I/We hereby certify that:

• All information furnished is true and correct.

• The firm has not been blacklisted by any Government/Institution.

• We agree to abide by all terms and conditions of the EOI.

Authorized Signatory
(Sign & Seal)