

**INVITATION FOR QUOTATIONS FOR EVENT MANAGEMENT SERVICES FOR NATIONAL CONCLAVE**

Sealed quotations are invited from eligible vendors / agencies / service providers for providing Event Management Services for the National Conclave to be held at SNDT Women's University, Pune Campus on 27th and 28th March 2026. The service providers are advised to carefully study all technical and commercial aspects, instructions, terms and conditions mentioned in this document.

The event management services shall include venue arrangements with decoration, audio-visual equipment, documentation and media coverage, printing and event material, and felicitation / promotional items for the two-day conference. 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 Management Services for National Conclave
Event Dates	27th and 28th March 2026
Services Required	Venue Arrangements with Decoration, Audio-Visual Equipment, Documentation & Media Coverage, Printing & Event Material, Felicitation & Promotional Items
Venue of Submission	S.N.D.T. College of Education, 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	9850434589
Deadline of Submission	22 March 2026 up to 5.00 PM

Instructions

1. Dates mentioned herein are the scheduled dates for the National Conference. 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, item / service 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:

Event Management 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 / agency / event management firm should be mentioned on the top of the envelope. The quantity of items / services may vary at the time of placing the final work order.

Envelope No. 1: Technical Bid

The envelope must contain:

1. **Covering Letter** with details of the bidder / 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:**
Event Management Agency / Authorized Service Provider / Decorator / Audio-Visual Service Provider / Printing Vendor / 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 / Completion Certificate** (at least from one client)
7. **Portfolio / Photographs / Sample Work**, if available, related to similar academic / institutional / conference events
8. The details about the **service specifications, quality standards, technical arrangements, manpower deployment, delivery schedule, and execution plan** should be submitted in the prescribed format on the **letterhead of the bidder** or with the **bidder's seal and signature** as follows:

Event Management Services

A. Venue Arrangements with Decoration

Sr. No.	Item Description	Quantity
1	Executive Chairs on Dais	6 Nos.
2	Sofas (3-Seater)	6 Nos.
3	Red Carpet (20 ft x 10 ft)	1 No.
4	Red Carpet (100 ft x 5 ft)	1 No.
5	Flower Decoration for Stage (20 ft)	1 No.
6	Flower Decoration for Entry Door (4 ft)	1 No.
7	Flower Decoration for Podium (2.5 ft)	1 No.
8	Flower Baskets for Centre Table	2 Nos.
9	Flower Baskets for Boardroom Table	2 Nos.
10	Haar / Motha	1 No.
11	Power Backup	1 No.
12	Rangoli Arrangement	1 No.
13	Stall Tables with Covers for College Activity Display	6 Nos.

B. Audio-Visual Equipment

Sr. No.	Item Description	Quantity
1	Complete Sound System with 2 Podium Microphones and 2 Cordless Microphones for Audience	1 Set
2	LED Screen/Wall (12 ft x 8 ft) with Raisers and Technical Personnel to Handle It	2 Nos.
3	LED TV (42 Inches) in Front of the Stage with Riser for Dignitaries on the Dais	1 No.
4	You Tube Live Streaming Setup with Necessary Technical Personnel	1 Set
5	LED TV (52 Inches) for Foyer for Displaying College Activities and Work	1 No.
6	Audio and Videography	1 Job
7	Photography	1 Job

C. Printing and Event Material

Sr. No.	Item Description	Quantity
1	College Name Board (Metal)	1 No.
2	Signage (Metal)	10 Nos.
3	Backdrop (20 ft x 15 ft) – Banner with Frame	1 No.
4	Banner with Frame (8 ft x 12 ft)	1 No.
5	Banner with Frame (8 ft x 12 ft)	2 No.
6	Standees	10 Nos.
7	Certificates	200 Nos.
8	Souvenirs	10 Nos.
9	Plaques	5 Nos.
10	Report Editing and Color Printing (Approx. 50 Pages)	10 No.
11	Information Brochures	1000 Nos.

D. Felicitation and Promotional Items

Sr. No.	Item Description	Quantity
1	Shawls	25 Nos.
2	Mementos (Big)	5 Nos.
3	Mementos (Medium) for Resource Persons	10 Nos.
4	“Looking Back” Book	25 Nos.

E. Documentation and Media Coverage

Sr. No.	Item Description	Quantity
1	Press Conference Arrangement	1 Job.
2	Display Board in front of the Main Gate	2 Nos.
3	Promotional Videos of College(5 Minutes) & the Event (3 Minutes)	2 No.

Additional Technical Requirements

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

- Details of decor materials, flower arrangements(formal – white flowers, orchids), furniture quality, and stage setup
- Specifications of audio-visual equipment, including screen quality, sound output, microphones, LED TV brand / size, and live streaming arrangements
- Details of technical manpower to be deputed during both days of the conference
- Timeline for installation, operation, dismantling, and service support
- Quality specifications for printing materials, banners, brochures, certificates, standees, and signage
- Details of photography, videography, media coverage, and video editing
- Assurance regarding timely execution, quality, safety, and proper coordination
- Replacement / backup arrangements in case of equipment failure / damage
- Any special arrangements for VIP / dignitaries / chief guests, if applicable

Financial Bid Terms & Conditions

1. The rate quoted should be **inclusive of all charges**, including transportation, installation, dismantling, manpower, technical operation, cabling, accessories, consumables, backup arrangements, and any other incidental expenses.
2. **Taxes / GST**, if applicable, should be **clearly mentioned** in the quotation.
3. The bidder shall ensure **timely setup, uninterrupted service, and proper dismantling** of all event equipment and arrangements.
4. The service provider shall ensure that all equipment is in **good working condition** and supported by adequate **technical manpower** throughout the event.
5. The quoted rates shall remain **valid for 45 days** from the date of submission deadline.
6. The bidder shall provide **quality services, professional execution, and timely support** during the event.

7. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the scope of work; and finalize the order as per institutional requirements.

Envelope No. 2: Financial Bid

The envelope must contain:

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

Financial Bid Format

Item / Service Description	Rate per Unit/Job	Taxes (INR)	Approx. Quantity	Total Estimated Cost
Venue Arrangements with Decoration			1 Job	
Audio-Visual Equipment			1 Job	
Printing and Event Material			1 Job	
Felicitation and Promotional Items			1 Job	
Documentation & Media Coverage				
Grand Total				

Financial Bid Terms & Conditions

1. The rate quoted should be inclusive of all charges, including material cost, printing charges, branding charges, setup and dismantling charges, transportation charges, manpower charges, technical support charges, photography / videography charges, editing charges, live streaming charges, and any other incidental expenses.
2. Taxes / GST, if applicable, should be clearly mentioned in the quotation.
3. The quantity of items / services may vary at the time of placing the final work order / purchase order.
4. The service provider shall ensure timely execution of all event management services at SNDT Women's University, Pune Campus before and during the conference dates.

5. The quoted rates shall remain valid for 45 days from the date of submission deadline.
6. The bidder shall provide good quality materials, proper technical arrangements, skilled manpower, and uninterrupted service support during the event.
7. In case of any equipment failure / defective material / service deficiency, the bidder shall provide immediate replacement / alternative arrangements without any extra cost.
8. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the quantity; 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**

The superscription on Envelope No. 3 should be:

“Quotation for Event Management Services for National Conclave (27th & 28th March 2026)”


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