



**FOURTH HALL OF RESIDENCE
INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

No. Hall-4/Hall Day/Enq/02

October 14, 2013

M/s _____

Subject: Invitation for submitting the sealed quotations for Tent and Decoration in the Hall Day event of Hall-4, I.I.T. Kanpur.

Dear Sir,

You are requested to kindly provide a sealed quotation for Tent and Decoration in the Hall Day event of Hall of Residence No. - 4, I.I.T. Kanpur. The details of the items to be provided are as per the Annexure-1 of this enquiry. Please submit the quotation in the favor of the Warden-In -Charge, Hall of Residence No.-4, I.I.T. Kanpur latest by 22.10.2013, by 5:00 PM at the Hall-4 office in sealed envelopes. The quotation is to be provided in the format as per Annexure-2. The terms and conditions are:

- The Decoration of hall is to be provided till 3rd November (till Deepawali).
- The quotations should be either clearly handwritten or typed so that it is legible.
- All items must be provided in full, failing to which the quotation will be considered as invalid.
- The decision of the committee in charge of the catering team will be final and binding.
- Clarifications can be sought from tent and decoration team at 09450053699 (Mr. Pankaj Chaturvedi)
- The committee reserves the right to negotiate the prices with L1.
- Any bidder who has bad reputation in these matters with the institute will be out rightly disqualified.

We invite qualified vendors and service providers to participate in the process and provide the quotation before the date mentioned above.

Thanking you.

Yours Sincerely,

Pankaj Chaturvedi

(On behalf of the Tent and Decoration Team, Hall Day event, Hall of Residence-IV, I.I.T. Kanpur)

Annexure1: Items Required

Event: Hall Day Hall of Residence-IV

Event Date: October 30th, 2013

Expected Items:-

1. Tents and Lighting accessories.
2. Dance Floor and DJ.

Annexure 2: Format of Quotation

To,
The Warden In Charge,
Hall of residence-IV
I.I.T. Kanpur
Kanpur-208016

Item	Rate
1. Tents and Lighting accessories.	
2. Dance Floor and DJ.	
Total Cost	

(Signature and Seal)

Vendor:

Date:

Address: