

NOTICE INVITING QUOTATION

Services for setting and fixing of Stage, Tent, Lights, and DJ Sound System on a rental basis (per day) for the Inter Technology University Sports Association (ITUSA) Tournament at NIT Delhi



NIQ NUMBER: NITD/2026/S&P/NIQ/01

NATIONAL INSTITUTE OF TECHNOLOGY DELHI
An autonomous Institute under the aegis of
Ministry of Education (Shiksha Mantralaya), Government of India
Plot FA7, Zone P-1, G T Karnal Road
Delhi - 110036

National Institute of Technology (NIT) Delhi, an autonomous Institute under the Ministry of Education (Shiksha Mantralaya), Government of India, invites sealed quotations from reputed vendors/agencies for the **Services for setting and fixing of Stage, Tent, Lights, and DJ Sound System on a rental basis (per day) for the Inter Technology University Sports Association (ITUSA) Tournament from 10th to 12th April 2026, at NIT Delhi** NIT Delhi as per details provided in this bid document.

Quotations need to be submitted only through Post and by hand in drop box. The bidders are requested to read the technical specifications carefully and ensure compliance with all specifications/ instructions. Non-compliance with specifications/ instructions mentioned in this document may lead to disqualification of the bidders.

The Competent authority of NIT Delhi reserves the right to accept/reject the offer or to accept/reject any bid wholly or partly or to cancel the complete process without assigning any reason whatsoever. Incomplete bids or late bid submissions are liable to be strictly rejected.

The quotations are hereby invited on behalf of THE DIRECTOR, NATIONAL INSTITUTE OF TECHNOLOGY (NITD) DELHI from the bidders with respect to the following item categories:

ITEM CATEGORIES

S. No.	Item	Quantity	Specification of the item
1	Services for setting up of Stage, fixing of Tent, Lights, and DJ Sound System on a rental basis (per day)	10 th -12 th April 2026	As per Annexure I

IMPORTANT DATES

1. **Date of NIQ Publication : 01st April 2026**
2. Last date for receiving quotation: **06.01.2026 upto 05:00 PM**
3. Tentative Date of opening quotations: **Next date from last date of receipt of bids**

OTHER TERMS AND CONDITIONS

1. Rates are to be quoted by the vendors on F.O.R basis.
2. Kindly note that the actual requirement of stage, tents, light and DJ Sound is tentative and the quantity may increase/decrease at the time of placing the order as per the requirement of the Institute.
3. The items quoted by the vendor should be clean and new as per the specifications mentioned in Annexure-I.
4. Rates to be quoted should be final (including delivery, installation, freight & labour charges, taxes, etc) and nothing extra shall be paid over the quoted rates by the Institute.
5. **The bidders must have a minimum of 3 years of experience in providing services relevant to the requirements of this bid.**
6. No part payment requests shall be entertained by the institute and payment will be released only after successful completion of event and submission of the final invoice.
7. **The copies of GST Registration and PAN** shall be provided.

ADDITIONAL INFORMATION / DOCUMENTS REQUIRED

1. Equipment must be installed **one day before the event**, i.e., by **09th April 2026**.
2. The cost of any damage to Institute property during installation/operation will be borne by the supplier.
3. The work quality must comply with safety and cleanliness standards.
4. The vendor or his nominee must remain available on-site throughout the event.
5. **The bidders should provide copies of supporting documents for their reputation, credentials and past performance/experience (minimum 03 years).**
6. **The vendor should provide the documents in support of firm's registration with appropriate authorities.**

***Heading on the envelope must be mentioned.**

“Services for setting and fixing of Stage, Tent, Lights, and DJ Sound System on a rental basis”

The postal address for submitting the Quotations in hard copy is as follows:

The Student Activity and Sports Officer
Sports Section
2nd Floor, Admin Block,
National Institute of Technology (NIT) Delhi
Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036.

CONTACT DETAILS

For Technical Queries (Items Related): Name: Dr. Anidev Singh Address: National Institute of Technology (NIT) Delhi Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036. Phone: 801007400 Email: saso@nitdelhi.ac.in	For any other Queries Name: Mr. Ankit Kumar Address: National Institute of Technology (NIT) Delhi Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036. Phone: 8467076493 Email: ankitguila@nitdelhi.ac.in
--	--

**SERVICES FOR SETTING UP OF STAGE, FIXING OF TENT, LIGHTS, AND DJ
SOUND SYSTEM**

Sl. No.	Product Description	Specification	Duration (Days)	Quantity
1	Stage with full carpeting and stairs on both sides	Size: 24 ft. (L) × 20 ft. (W) × 4 ft. (H)	3	01
2	Steel Chairs	Standard Steel chairs for audience seating/Dinning Area	3	100
3	Tables	Size: 5 ft. (L) × 2.5 ft. (H)	3	15
4	Canopy Tent	Size: 10 ft. × 10 ft.	3	02
5	Stalls	Stalls of size 15 ft. × 15 ft. each	3	1
6	Red Carpet	For approach and VIP areas	3	4
7	Sound System	Complete Sound System (Speaker -08, Amplifier, 32 Channel Mixer, Wired and Wireless Mic, 02 Podium Microphones etc.)	1	1
8	Light and DJ Sound System	Complete DJ Sound System with 32-Channel Mixer, Amplifier, 02 Monitors, 08 Line Array Speakers, 04 Additional Speakers, 02 Cordless Microphones, 02 Podium Microphones, Truss Setup, 06 SRP Lights, and 20 LED Lights.	1	1

Note: All materials and structures shall be installed in accordance with safety standards. The contractor must ensure stable foundations, aesthetic presentation, and weather resistance.