

अटल बिहारी वाजपेयी चिकित्सा विश्वविद्यालय, उ० प्र०, लखनऊ

Atal Bihari Vajpayee Medical University, UP, Lucknow

Ref No. : 23/CET/ABVMU/2026

Date - 22/05/2026

INVITATION OF QUOTATIONS

Subject: Invitation of Quotations for Hiring of Event Management, Tentage, Audio-Visual and Allied Services for Combined Briefing Meeting of Invigilators and Observers for University Examinations.

Atal Bihari Vajpayee Medical University, Uttar Pradesh (ABVMU), Lucknow invites sealed quotations from reputed and experienced event management agencies/service providers for providing comprehensive event management, tentage, audio-visual, photography/videography, power supply and allied services in connection with the Combined Briefing Meeting of Invigilators and Observers scheduled to be held on 03.06.2026 at the University premises situated at CG City, Sultanpur Road, Lucknow – 226002.

The event is proposed to be conducted as a single-day programme; however, certain temporary infrastructure installations may be required to remain operational for up to seven (07) days in connection with related examination activities.

Interested agencies fulfilling the prescribed eligibility conditions are requested to submit quotations in accordance with the scope of work, technical requirements, and terms & conditions detailed below.

1. Scope of Work

The selected agency shall be responsible for comprehensive planning, execution, deployment, operation, maintenance, and dismantling of all arrangements relating to the event, including but not limited to:

1. Event Management & On-Ground Coordination
2. Tentage & Structural Infrastructure
3. Furniture, Seating & Furnishings
4. Cooling & Ventilation Arrangements
5. Audio-Visual, Technical & Branding Arrangements
6. Photography & Videography Coverage
7. Power Supply through DG Sets with Fuel and Running Cost

All materials/equipment shall be provided strictly on temporary rental/event-use basis.

2. Tentative List of Requirements

S. No.	Element / Item	Qty.	Dimensions / Remarks
1	Tentage (Pandal)	1	36 ft. × 36 ft.
2	Risers	1	34 ft. × 4 ft.
3	Outdoor Backdrop	2	14 ft. × 10 ft.

Handwritten signature and initials

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4	Indoor Backdrop with Stand	1	8 ft. × 10 ft.
5	Indoor Standees	7	6 ft. × 3 ft.
6	Outdoor Standees	6	8 ft. × 4 ft.
7	Octonorm Stalls with Vinyl	10	10 ft. × 10 ft.
8	Octonorm Stalls without Vinyl	5	10 ft. × 10 ft.
9	Podium	1	—
10	VIP Chairs with Covers	900	—
11	VIP Sofas with Covers	12	—
12	Round Tables with Covers & Frills	20	—
13	Tables with Covers & Frills	70	—
14	Drum	10	—
15	Takhat	5	—
16	Jumbo Cooler	2	—
17	Fans	2	—
18	LED Wall with HDMI Boosters (P2 Grade)	1	34 ft. × 14 ft.
19	Sound System with Microphones	1 Set	10 Top Speakers
20	Podium Branding	1	2 ft. × 3 ft.
21	Vinyl Signages	8	2 ft. × 2 ft.
22	Videographer	1	—
23	Photographer	1	—
24	DG Set with Diesel & Running Cost	1 Set	125 KVA + 63 KVA

3. Eligibility Criteria

The bidder/agency participating in the quotation process shall mandatorily fulfill the following technical eligibility conditions and submit documentary proof in support thereof along with the quotation:

1. Valid Registration of Entity

The bidder shall be a legally constituted and duly registered entity under applicable laws of India. A copy of the Registration Certificate/Incorporation Certificate/Partnership Deed/Shop & Establishment Registration or equivalent registration document shall be submitted.

2. GST Registration

The bidder shall possess a valid GST Registration Certificate. The GST registration shall be active and in good standing as on the date of submission of quotation.

3. Minimum Age of GST Registration

The GST registration of the bidder shall be at least five (05) years old as on the date of

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submission of quotation. Documentary proof indicating the effective date of GST registration shall be enclosed.

4. Minimum Turnover Requirement

The bidder shall have achieved a minimum annual turnover of ₹20 Lakhs (Rupees Twenty Lakhs only) during any one of the last three financial years. A Chartered Accountant-certified Turnover Certificate or audited financial statement shall be submitted in support thereof.

5. Mandatory ISO Certifications

The bidder shall possess valid and subsisting certifications under the following ISO standards:

- a. ISO 9001:2015 – Quality Management Systems
- b. ISO 22000:2018 – Food Safety Management Systems

Copies of all valid certificates shall be enclosed with the quotation. The certificates shall remain valid as on the date of submission of quotation.

6. Document Submission Requirement

The bidder shall submit self-attested copies of all supporting documents including:

- a. Registration Certificate,
- b. GST Registration Certificate,
- c. PAN Card,
- d. Turnover Certificate,
- e. ISO Certificates,
- f. Any other relevant supporting document required under the quotation conditions.

7. Right of Verification

The University reserves the right to verify the authenticity and validity of all certificates and documents submitted by the bidder from the issuing authorities/agencies at any stage of the quotation process or during execution of work.

. Terms & Conditions

1. The quantities mentioned are tentative and subject to revision as per actual requirement.
2. The selected agency shall execute the work strictly as per directions of the University's designated nodal officer.
3. Certain temporary structures/installations may be required to remain installed for up to seven (07) days after the event without additional claim beyond quoted rates.
4. The selected agency shall deploy adequate manpower for:
 - a. Event coordination,
 - b. Technical operations,
 - c. Crowd facilitation,
 - d. Setup/dismantling,
 - e. Housekeeping and support services.

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5. All equipment and materials shall be in proper working condition and conform to declared technical specifications.
6. The selected bidder shall submit a Performance Security/ePBG as per GeM and bid conditions within stipulated timelines.
7. Payment shall be released only after satisfactory completion of the work and verification by the competent authority.
8. The University reserves the right to:
 - a. accept/reject any quotation,
 - b. modify the scope,
 - c. cancel the quotation process, without assigning any reason.

5. Submission of Quotations

Interested agencies may submit their sealed quotations along with all supporting documents on or before:

Date: 25.05.2026

Time: 5:00 pm

at:

Finance Office

Atal Bihari Vajpayee Medical University

Lucknow.

The envelope shall be superscribed as:

“Quotation for Event Management, Tentage & Audio-Visual Services for Combined Briefing Meeting – ABVMU”

Handwritten signature and initials in blue ink.

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FINANCIAL BID FORMAT

S. No.	Element / Item	Qty.	Dimensions / Remarks	UNIT Rate	Total
<i>Tentage & Structural Infrastructure</i>					
1	Tentage (Pandal)	1	36 ft. x 36 ft.		
2	Risers	1	34 ft. x 4 ft.		
3	Backdrop (Outdoor)	2	14 ft. x 10 ft.		
4	Backdrop with Stand (Indoor)	1	8 ft. x 10 ft.		
5	Standeers (Indoor)	7	6 ft. x 3 ft.		
6	Standeers (Outdoor)	6	8 ft. x 4 ft.		
7	Octonorm Stalls with Vinyl for Zones 1-10	10	10 ft. x 10 ft. each		
8	Octonorm Stalls (Without Vinyl)	5	10 ft. x 10 ft. each		
9	Podium	1	—		
<i>Furniture, Seating & Furnishings</i>					
10	VIP Chairs with Covers	800	—		
11	VIP Chairs with Covers (Additional)	100	—		
12	VIP Sofas with Covers	12	—		
13	Round Tables with Cover, Top and Frills	20	—		
14	Tables with Cover and Frills	70	—		
15	Drum	10	—		
16	Takhat	5	—		
<i>Cooling & Ventilation</i>					
17	Jumbo Cooler	2	—		
18	Fans	2	—		
<i>Power Supply</i>					
25	Genset with Running Cost (Diesel)	1 Set	125 KVA + 63 KVA		

Grand Total Amount (Inclusive of all taxes): ₹ _____

Name of Agency/Firm: _____

Address: _____

Handwritten signature

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GST No.: _____

GeM Registration No.: _____

Authorized Signatory: _____

Seal & Signature: _____

Date: _____

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FINANCIAL BID FORMAT

<i>Audio-Visual, Technical & Branding</i>					
19	LED Wall with HDMI Boosters (P2 Grade)	1	34 ft. x 14 ft.		
20	Sound System with Microphones (6 Nos.)	1 Set	10 Top Speakers		
21	Podium Branding on Sunboard (3 mm)	1	2 ft. x 3 ft.		
22	Vinyl for Signages	8	2 ft. x 2 ft. each		
<i>Photography & Videography</i>					
23	Videographer	1	—		
24	Photographer	1	—		

Grand Total Amount (Inclusive of all taxes): ₹ _____

Name of Agency/Firm: _____

Address: _____

GST No.: _____

GeM Registration No.: _____

Authorized Signatory: _____

Seal & Signature: _____

Date: _____

