



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

Rabindranath Tagore University

(A State Govt. University of Assam)

Hojai-782436, Assam, India

Phone – 7002418574

website – www.rtuassam.ac.in :: email – rabindranathtagoreuniversity@gmail.com,



Ref. No.RTU/REG/TENDER/2025/3979

Date: 31/10/2025

QUOTATION FOR PREPARATION AND SETUP OF TEMPORARY PANDAL

Applications are invited from Eligible Organization for Preparation and setup of temporary Pandal at Rabindranath Tagore University (Srimanta Shankardev Campus), Hojai.

Sl. No.	Notice No :	Particulars
1	108/2025	Notice inviting tender for SITC for Preparation and setup of temporary Pandal for 3 rd Convocation at Rabindranath Tagore University, Hojai, Assam

The details can be found in the RTU website www.rtuassam.ac.in.

Last date of submission of tender is **21/11/2025** before **5 P.M**



(Dr. S.K. Sarkar)

Registrar i/c

Rabindranath Tagore University, Hojai (Assam)

Memo No.RTU/ REG/TENDER/2025/3979 (A) Date: 31/10/2025

Copy to:-

1. The P.S. to VC, for his kind appraisal to Hon'ble VC Sir of RTU.
2. Finance Officer i/c, RTU for information Please.
3. RTU website.
4. Office file.



(Dr. S.K. Sarkar)

Registrar i/c

Rabindranath Tagore University, Hojai (Assam)

यत्र विश्वम् भवत्येक नीड़म्



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

Rabindranath Tagore University

(A State Govt. University of Assam)

Hojai-782436, Assam, India

Phone – 7002418574

website – www.rtuassam.ac.in :: email – rabindranathtagoreuniversity@gmail.com.



Ref. No.RTU/REG/TENDER/2025/3979

Date: 31/10/2025

NOTICE FOR PREPARATION AND SETUP OF TEMPORARY PANDAL

Sealed Tenders are invited from experienced and registered firms for “Preparation and setup of temporary Pandal”, in the premises of Rabindranath Tagore University’s 3rd Convocation 2026, (RTU), Hojai, Assam - 782435.

1.	Last date of Quotation submission	21/11/2025
2.	Website	www.rtuassam.ac.in
3.	Place of Bid Submission and Opening	Office of The Registrar, Rabindranath Tagore University, (RTU), Hojai, Assam - 782435.
4.	Quotation Validity	60 Days
6.	Tender Opening	24/11/2025
7.	Application Fee	Rs. 500 (Non-Refundable) in form of DD to Rabindranath Tagore University, Hojai

For further details, visit “www.rtuassam.ac.in”. All are requested to attend on the day of tender opening. Any further clarification including corrigendum, amendments, time extension, etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the webpage.

(Dr. S.K. Sarkar)

Registrar i/c

Rabindranath Tagore University, Hojai



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

Rabindranath Tagore University

(A State Govt. University of Assam)

Hojai-782436, Assam, India

Phone – 7002418574

website – www.rtuassam.ac.in : : email – rabindranathtagoreuniversity@gmail.com,



Ref. No.RTU/REG/TENDER/2025/3979

Date: 31-10-2025

NOTICE INVITING TENDER (NIT)

Sealed short tenders are invited from reputed and qualified organizations for the preparation and setup of a temporary pandal, including the convocation space, as per the design and layout provided below, for the 3rd Convocation Ceremony of Rabindranath Tagore University, Hojai, Assam, scheduled to be held on 28th January 2026 in the august presence of His Excellency, the Governor of Assam.

Terms and Conditions:

1. The pandal and all associated works must be executed maintaining the quality and standards suitable for a Governor's function.
2. All works must be completed at least two weeks prior to the scheduled date of the programme.
3. The specifications as indicated in the approved Layout are as follows:
 - a) At the location marked "A", where an RCC stage already exists, a temporary roof and complete decoration including floral arrangements, stage casing, podium, sound system, carpeting, and lighting shall be provided.
 - b) The entire area shown in the drawing shall be covered with green and red carpet. A 12-foot-wide red carpet of good quality shall be laid from the main gate of Srimanta Sankardev Campus, RTU, up to the Governor's arrival point.
 - c) At the location marked "B", 125 steel chairs shall be placed.
 - d) At the locations marked "C" and "D", temporary pandals shall be erected along with temporary toilet facilities and other utilities as shown in the detailed layouts marked "F" and "G".
 - e) In the area marked "E", VIP sofa sets with a seating capacity of 20 persons and 800 white chairs shall be arranged.
 - f) No temporary pandal shall be required in the areas marked "B" and "E".
 - g) All trees within the area shall be decorated with appropriate decorative lighting.
 - h) In area "F", arrangements shall include two VIP sofa sets, one dining table, one wash basin, two single beds, dressing tables, and one toilet.
 - i) In area "G", two toilets, two dressing tables, and 25 plastic chairs shall be provided.

यत्र विश्वम् भवत्येक नीडम्



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

Rabindranath Tagore University

(A State Govt. University of Assam)

Hojai-782436, Assam, India

Phone – 7002418574

website – www.rtuassam.ac.in :: email – rabindranathtagoreuniversity@gmail.com,



4. The bidder must have proven experience in constructing temporary pandals for high-level or VIP functions and shall submit documentary evidence of the same.
5. The tender must include the total cost for completion of all specified work.
6. From among the received bids, the lowest bidder (L1) with relevant experience in similar nature of work shall be selected.
7. Prospective bidders may contact Mr. Chandra Kanta Kalita (Contact No. 9435369775) for site inspection or clarification, if required.
8. The tender, duly sealed, must reach the office of the Registrar, Rabindranath Tagore University, Hojai, within 21 (twenty-one) days from the date of publication of this notice.

(Dr. S.K. Sarkar)

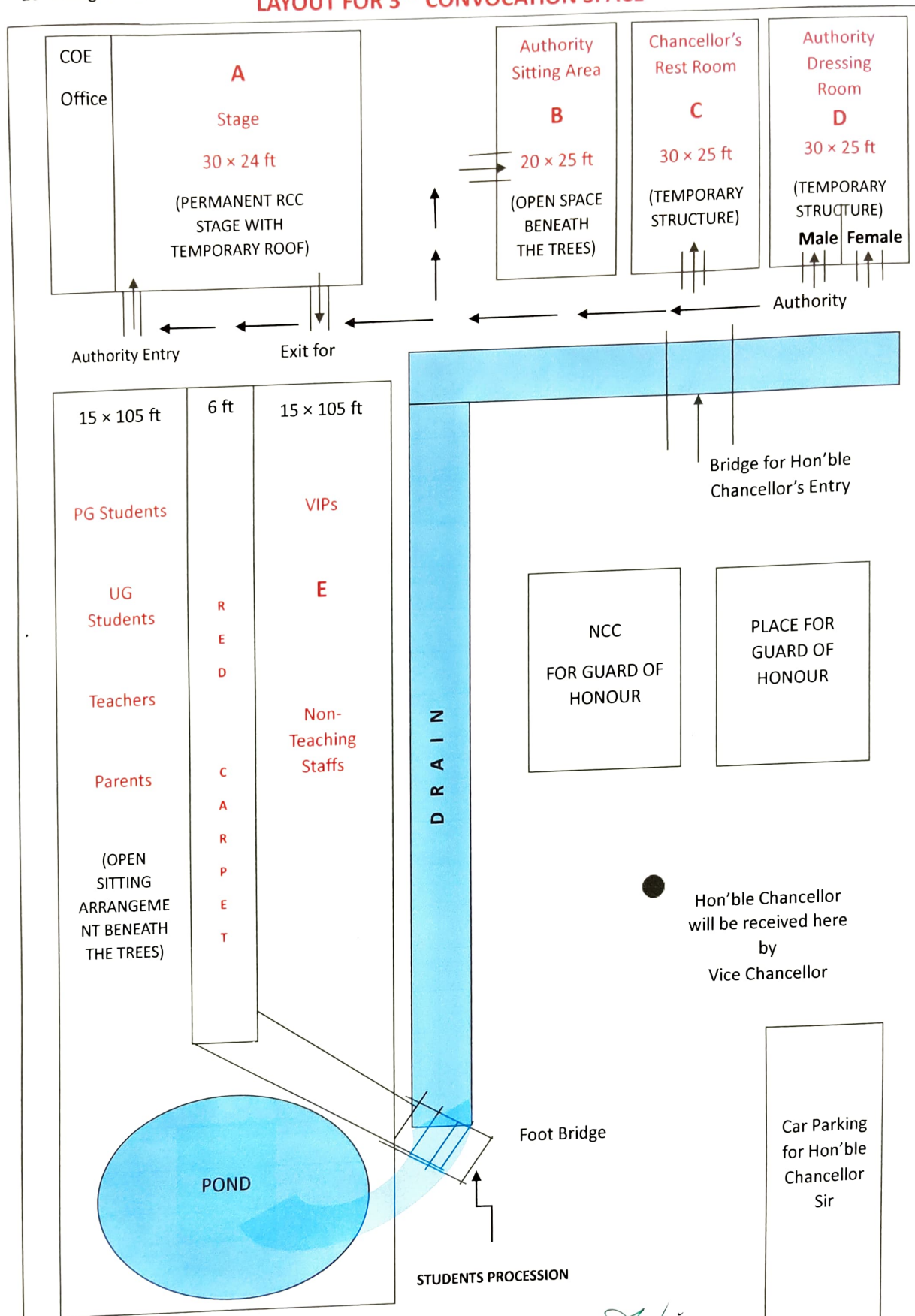
Registrar i/c

Rabindranath Tagore University, Hojai

10 ft Height Wall

LAYOUT FOR 3RD CONVOCATION SPACE

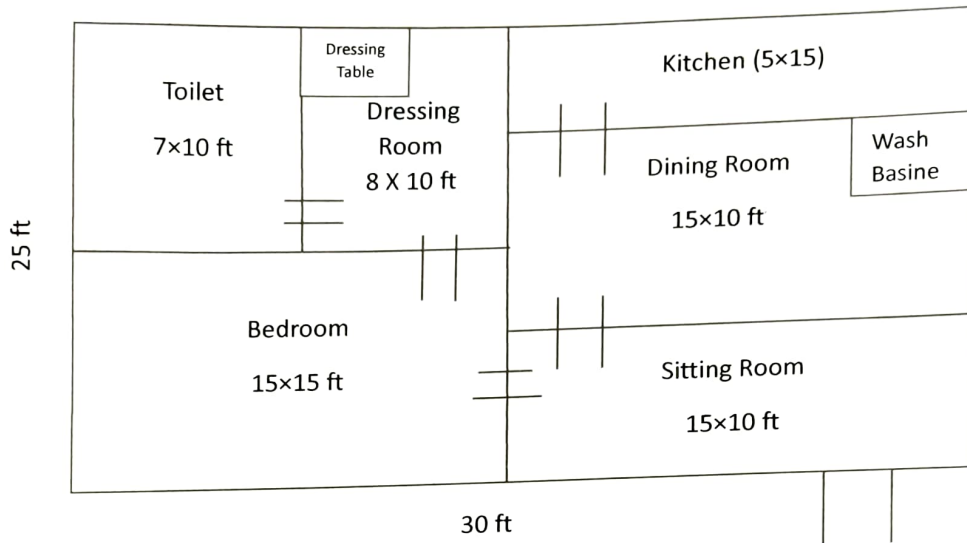
10 ft Height Wall



Signature
3/10/2023

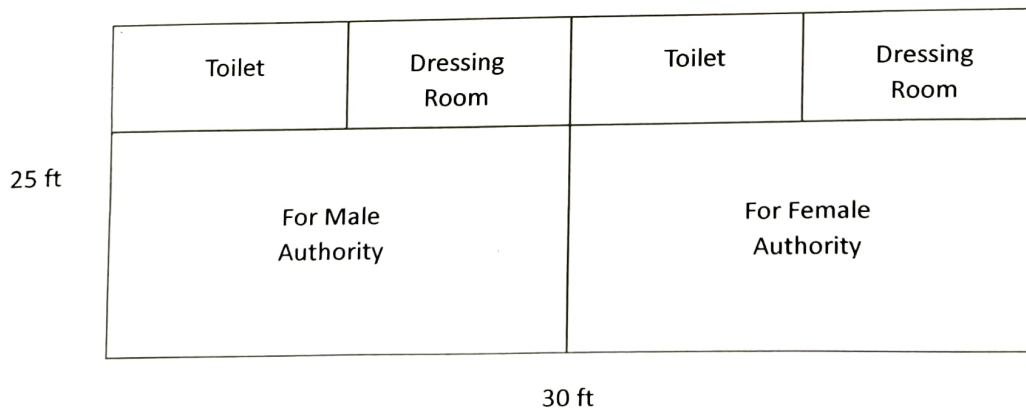
LAYOUT FOR HON'BLE CHANCELLOR'S REST ROOM

F



LAYOUT FOR AUTHORITY DRESSING ROOM

G



Handwritten signature and date: 27/10/2015