



बागवानी महाविद्यालय
COLLEGE OF HORTICULTURE
(केंद्रीय कृषि विश्वविद्यालय)

(Central Agricultural University)
बर्मिक, - 737134 सिक्किम
Bermiok, - 737134 (Sikkim)

Email: dean.coh-sik@gov.in

COH/SKM/SKM/1/2/Inauguration-68/25/289

Date: 01.08.2025

To

All Interested Bidders

Subject: Limited Tender Enquiry for Exhibition Stall Setup on the Inaugural Ceremony of the College of Horticulture, Bermiok

Dear Sir/Madam,

On behalf of the Dean, College of Horticulture, Bermiok, quotations are hereby invited for the **"Designing and Fabrication of Exhibition Stalls"** on the occasion of the Inaugural Ceremony of the College scheduled on **27th August, 2025**, as per the terms and conditions outlined below:

Terms and Conditions

1. The Limited Tender should be submitted via Speed Post/by hand in a sealed envelope superscribed as: **"Limited Tender for Designing and Fabrication of Exhibition Stalls"** with reference number and date clearly mentioned on the envelope.
2. The filled-in quotation must reach the **Dean, College of Horticulture, Bermiok - 737134** on or before **21.08.2025 by 5:00 PM**. Tenders will be opened on the next working day during office hours at the Dean's office.
3. Quotations received unsealed, without proper superscription, received after the due date, or ambiguous in nature, shall be summarily rejected.
4. The total area for the exhibition is approximately **2240 sq. ft. (80 ft x 28 ft)**, accommodating **15 stalls** (layout enclosed).
5. **14 stalls** will be of approx. **90 sq. ft. each (9 ft x 10 ft)**, each with **one table (8 ft x 2.5 ft)** and **two chairs**.
6. **1 stall** (Stall No. 15) will be of approx. **280 sq. ft. (10 ft x 28 ft)**, with **three tables (8 ft x 2.5 ft each)** and **six chairs**. Layout/dimensions are subject to change as per organizer's discretion.
7. Each stall must have a **name board** displaying the exhibitor's name.
8. All furniture (tables and chairs) must be **neatly covered with white cloth**.
9. The **entire exhibition area must be made waterproof** using suitable materials.
10. **Three sides of the exhibition compound must be enclosed with white cloth**. The floor should be covered with **red-coloured carpet**.
11. **Adequate lighting and fans** must be arranged in each stall to ensure a comfortable environment for exhibitors, dignitaries, and visitors.
12. The college reserves the right to **reject any or all quotations** without assigning any reason.
13. All communications should be addressed to **The Dean, College of Horticulture, Bermiok**.



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14. All arrangements are to be made for **one day only** (27th August, 2025), and rates should be quoted accordingly.
15. Rates should be quoted **clearly in both figures and words**. Any corrections must be duly initialed by the agency.
16. The quoted rates shall remain **firm and fixed** throughout the period of the contract. No escalation on account of labour or material costs will be entertained.
17. The tenderer must deposit **Earnest Money (2% of the basic estimate)** with the quotation. Tenders without Earnest Money will be rejected.
18. Earnest Money of unsuccessful bidders will be refunded after finalization of the tender or expiry of the validity period, whichever is later.
19. A **contract agreement** shall be executed on **non-judicial stamp paper (Rs. 10/-)** by the successful bidder. The cost of the stamp paper shall be borne by the agency.
20. In case of disputes, the decision of the **Dean, College of Horticulture, Bermiok** shall be final and binding.
21. **Payment** will be released only after **certification from the Food Committee** regarding satisfactory completion of work.
22. **Payment** will be made within **7 days of completion of the event**.
23. Payment shall be made by **Account Payee Cheque**. Agencies must submit their **bank account details**.
24. Agencies must submit copies of **PAN Card and Income Tax Certificate**. Otherwise, **TDS will be deducted** as per prevailing rates.
25. Any legal disputes will fall under the jurisdiction of **Namchi, Sikkim**.
26. The agency is responsible for **prompt rectification** of any defect/problem in stalls, lighting, etc., during the event.
27. The agency must arrange for its own **accommodation, transportation, staff, equipment, and materials**.
28. The agency must ensure **safety equipment** for all workers. In case of accidents, the agency shall bear full responsibility.
29. Setup of stalls must be **completed by 26.08.2025** at the agency's own cost.
30. Arrangement of **tables and chairs** shall be the responsibility of the agency.
31. The agency must **maintain cleanliness** during and after the event. The area must be cleared of all waste post-event.
32. The agency shall provide all necessary equipment and services at the venue.
33. Officials from the college may inspect the setup to ensure quality.
34. Items must be supplied strictly as per approved quantity and specification.
35. The agency must provide clean table and chair covers for all stalls.

Yours faithfully


Dean College of Horticulture



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Layout of the site for Exhibition

