



REQUEST FOR QUOTATION (RFQ)

Ref. No.: DBRANLU/Gen/2026/RFQ/01

Date: 28.03.2026

Subject: REQUEST FOR QUOTATION FOR RATE CONTRACT FOR TENTAGE SERVICES

Dr. B. R. Ambedkar National Law University, Rai, Sonapat invites sealed quotations from reputed, experienced, and financially sound Tentage Service providers for entering into a Rate Contract for Tentage Services for various academic, cultural, official, and ceremonial events of the University.

1. Scope of Work

The selected agency shall provide tentage services as and when required for various events in the University at the approved rates.

The DBRANLU does **not guarantee any minimum quantity** of work during the contract period.

The Service provider shall ensure that all the item are in excellent running condition, well-maintained, clean, and comply with all applicable statutory and regulatory requirements.

2. Period of Rate Contract

The rate contract shall remain valid for a period of one year from the date of issuance of Rate Contract or expenditure upto the limit of Rs. 5, 00,000/- in a year, whichever is earlier and may be extended further on satisfactory performance and mutual consent.

3. Eligibility Criteria

The bidder must:

1. Be a registered firm/agency with valid GST registration.
2. Have minimum 3 years of experience in Tentage Services with Government/Educational Institutions (work order and Invoice bill/ experience certificate to be attached).

4. Documents to be submitted

The following documents must be enclosed with the quotation:

- Copy of GST Registration Certificate
- Work orders and bill/invoice/experience certificate for experience claim period.
- Self-declaration regarding blacklisting from any Govt. Organization.
- Complete rate list duly signed and stamped



- Submit all required documents
- 5. Price Bid/Rate List**
 - Rates should be quoted item-wise
 - Rates must be inclusive of all Taxes, transportation, installation, and dismantling
 - No Extra Charges will be payable beyond the approved rate
- 6. General Terms & Condition**
 - Conditional or incomplete quotations shall be rejected
 - Be Capable of providing services at short notice
 - Bills must be submitted with proper supporting document
 - Application TDS/GST deductions shall be made as per rules
 - Rates should be quoted item-wise & also inclusive of all Taxes, transportation, installation, and dismantling
 - No Extra Charges will be payable beyond the approved rate
 - The DBRANLU has the full and exclusive right to accept or reject, any or all the bids without assigning any reasons and also to cancel the Rate Contract at any time without assigning any reason.
 - Jurisdiction: All disputes subject to courts in Sonipat, Haryana.
- 7. Security Amount:** The successful bidder/supplier shall be required to deposit a Security Amount of **Rs. 50,000/- (Rupees Fifty Thousand Only)** in favor of the University.
 - The Security Amount shall remain valid for the entire duration of the Rate Contract.
 - The Security Amount shall be released only after the successful completion of the Rate Contract period and fulfillment of all contractual obligations, subject to certification by the Competent Authority.
 - The Security Amount shall not carry any interest.

Obligation upon Issuance of Purchase Order

Upon issuance of a Purchase Order (PO):

- The supplier shall supply the ordered material strictly as per the specifications, quantity, and delivery schedule mentioned in the Purchase Order.
- In case the supplier is unable to supply any item mentioned in the Purchase Order, the supplier must inform the concerned branch/department through official email within **24 hours** from the date and time of issuance of the Purchase Order.
- Failure to intimate within the stipulated 24-hour period shall be treated as non-compliance.



Failure to Supply / Non-Compliance

If the supplier:

- Fails to supply the material within the stipulated delivery period, and/or
- Fails to comply with any of the terms and conditions of the Rate Contract, and/or
- Fails to inform the concerned branch within 24 hours regarding inability to supply, the University shall have the right to:
- Procure the material from an alternative source at the risk and cost of the supplier; and/or
- Forfeit the Performance Bank Guarantee (either partially or fully), as deemed appropriate by the Competent Authority.

The decision of the Competent Authority in this regard shall be final and binding on the supplier.

Last Date for Submission

- Sealed Quotations in the prescribed format (*Annexure-‘T’*) along with documents in support of eligibility criteria, must reach the office of the Deputy Registrar (General), DBRANLU Sonapat upto **05 P.M. of 2nd April, 2026** either by post, courier or by hand. The quotations will be opened on next day of closing date of submission of quotations. Late quotations will not be considered.

Contact Information:-

- Any queries relating to the RFQ documents and the terms and conditions contained therein should be addressed to general@dbranlu.ac.in
- **For any clarification, the bidders may contact:**
The Deputy Registrar (General),
Dr. B.R. Ambedkar National Law University,
Rai, Sonapat, Haryana.



Annexure - 'I'

Table-1: The Detail/Description of Tentage Items list is as under:-

Sr. No.	Description of Tentage items/Particulars	Unit	Proposed Rate	GST value	Rate with GST	Total Amount	Remarks
1	Waterproof Tent (with lining & side covers)	Per sq.ft.					Including labour & fixing
2	VIP Chairs & Sofa Set	Per piece					
3	Sofa set with Center Table	Per piece					
4	Stage Platform (wooden with carpet)	Per piece					
5	Chairs (Plastic, armless)	Per piece					
6	Chairs (Plastic with arm)	Per piece					
7	Chairs (Cushioned / Cover)	Per piece					
8	Round Tables (Plastic / Wooden)	Per piece					
9	Carpet / Matting (Red/Green)	Per Sq. ft.					
10	Ceiling Fan	Per piece					Including Wiring
11	Mist Fan	Per piece					Including Wiring
12	Desert Cooler/AC	Per piece					Including Wiring
13	Curtains	Per Sq. ft.					
14	Silent Gen-set (with fuel & complete ear thing)	Per KV Per Day					
15	Photography	Per Pc.					
16	Video graphy	Per day					
17	Decorations with flowers and Lighting	---					
18	Latest Sound System of superior quality complete in all respect with wired mic/collar mic/codeless mic etc. as required.	Per day					
19	Ramp/ Stairs (Two Front Sides)	Per Pc.					
20	All Cutlery Items (Disposable/Cutlers)	----					
21	Water Camphor /Hand Wash Stand	Per Pc.					
22	LED Screen (Large/Medium/Small)	Per Sq. ft.					



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

Table-2 Any Other items with Description:-

Sr. No.	Description of Tentage items/Particulars	Unit Rate Per Day	Proposed Rate (Rs.)	GST value	Rate with GST	Total Amount	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Note:

1. L1 will be selected on the basis of the quoted lowest total amount in quotation format Table-1 and other suppliers will have to agree by the L-1 price.
2. Decorations with flower and Lighting rates and Cutlery Items (Disposable/Cutlers) rates finalized on mutual basis based on work of each event.



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

***Note-This Contract is to be signed on Rs.100/- Non Judicial Stamp paper within 15 days after receiving of LOA/LOI by the bidder/supplier from buyer.**

(AN AGREEMENT BETWEEN DR. B. R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT, HARYANA AND THE SUPPLIER)*

Dr. B.R. Ambedkar National Law University, Rai, Sonipat, Haryana (DBRANLU), Enacted under Government of Haryana Act No.15 of 2012 represented through its authorized signatory.....(Name of Officer),.....
(Designation of Officer) (Which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as DBRANLU or Owner or the First Party.

And

Firm Name.....having its office atthrough its authorized signatory..... (**Name & Post**), (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as execution Manufacturers/Authorized Dealers/ Distributors/Agent or the **Second Party**.

Whereas DBRANLU has invited RFQ No.....for (Name of the RFQ) datedand M/s (Firm Name) submitted its proposal in this regard. DBRANLU after considering its offer has decided to engage.....(Firm Name) as executing agency.



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

Firm Name.....(execution Agency) is hereby agreed to take the RFQ No.for (Name of the RFQ) at the quoted rates, terms and conditions contained the RFQ, Work Order/Purchase Order and duly communication of the above said work.

Now, therefore, in consideration of the mutual covenants herein contained, it is hereby agreed between the parties as follows: -

The agreement shall come into force immediately after signing of this agreement by both the parties and shall remain valid until the final completion of the one year rate contract inclusive of warranty period or extended rate contract inclusive of warranty period or cancelled earlier by the Dr. B.R. Ambedkar National Law University, Sonipat, Haryana as per the time schedule prescribed in the RFQ document.

All the terms and conditions and Technical specifications contained in the RFQ No.for.....(Name of the RFQ) dated shall be the part of this agreement.

Firm Name.....(execution Agency) hereby declare that I Shall remain bound and abide by the rates, terms and conditions and technical specifications of the aforesaid as well as RFQ, Work Order/Purchase Order and due communications of the above said work.

In Witness whereof, the parties here to have caused this agreement to be signed in their respective names as of this day and year first above written.

Signed by

First Party: DBRANLU, Sonipat
Signature with seal
Date &Place

Second Party:
Signature with seal
Date &Place

In presence of (Witnesses)

1.

1.

2.

2.