



**Maharashtra National Law University Mumbai**  
**Invitation for Expression of Interest (EOI) for Decorators for 1<sup>st</sup>**  
**Convocation Ceremony arrangements in open area (University Campus)**  
Time to complete this work: 10 days from date of purchase order.

Application Fees: 1000/- (Non-Refundable)

(By DD in favour of Maharashtra National Law University Mumbai payable in Mumbai)

**EOI Opening Date: 02.12.2021**

**EOI Closing Date: 16.12.2021**

Interested suppliers/vendors may visit the Website [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in) and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: [eoimnlumumbai.edu.in](mailto:eoimnlumumbai.edu.in) and Registered Post to **The Registrar, Maharashtra National Law University Mumbai, 2<sup>nd</sup> Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076**, in a sealed envelope containing the documents and DD as above and superscribed EOI for Decorators for 1<sup>st</sup> Convocation Ceremony arrangements in open area, so as to reach us on or before 17:00 hours of Saturday, **December 18 2021**.

**REGISTRAR,  
MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI**

# **Maharashtra National Law University Mumbai**

**2<sup>nd</sup> Floor, CETTM MTNL, Technology Street,  
Powai, Mumbai - 400 076.**

## **INVITATION FOR EXPRESSION OF INTEREST FOR**

**DECORATORS FOR 1<sup>ST</sup> CONVOCATION CEREMONY ARRANGEMENTS IN OPEN  
AREA (University Campus)**

### **1. INTRODUCTION**

**Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.**

Currently, Maharashtra National Law University Mumbai is operating from 2<sup>nd</sup>Floor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai - 400 076.

The University invites expression of interest (EOI) from eligible vendors for Decorators for 1<sup>st</sup> Convocation Ceremony arrangements in open area. Vendors(s), which are located in Mumbai and regularly supply/work for Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

The objective of this EOI Document is to provide information to the interested parties about requirements of University. This EOI Document does not claim to contain all the information as may be required at the time of execution of work. Each Bidding Entity is advised to conduct its own survey for commissioning the work and check the accuracy, reliability and completeness of the information in this EOI Document and obtain independent advice from appropriate sources as deemed necessary. University makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI Document. University may, at their absolute discretion, but without being under any obligation to do so, update, amend and supplement the information in this EOI Document.

## 2. ELIGIBILITY

The agency should satisfy the following eligibility conditions:

- a) Should have supplied/work during last three years [2018, 2019 and 2020] worth at least
  - (i) Up to Rs.10 Lakhs per annum to any one organisation
- b. Agency shall have following statutory valid registration certificates and licenses:
  - i. GST(Goods and Services Tax) Registration
  - ii. Establishment License
  - iii. Permanent Account Number (PAN)
  - iv. Any other registration that is required as per statutory / local norms for supply of lease line.

## 3. HOW TO APPLY

Interested suppliers may visit the Website [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in) and download the RESPONSE FORM [*Annexure A*] from EOI. Filled in form complete in all respects may be forwarded by registered post to the Registrar, Maharashtra National Law University Mumbai, 2<sup>nd</sup> Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076. The sealed envelope containing the documents will clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed RESPONSE TO EOI FOR DECORATOR FOR 1<sup>ST</sup> CONVOCATION CEREMONY ARRANGMENTS IN OPEN AREA [*Annexure B*] Please read General Instructions below carefully. Documents must reach on or before 17:00 hours of Saturday, December 18, 2021.

## GENERAL INSTRUCTIONS

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.2 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.
4. Application not accompanied by non refundable application fees of Rs. 1000/- (Rupees One Thousand only) payable by demand draft in favour of Maharashtra National Law University Mumbai shall not be considered.
5. List of items likely to be supplied is only tentative and not exhaustive. Rates per unit are to be quoted both in figures and words. The quotations should be sealed in a separate smaller envelope and superscribed PRICE BID. This envelope will be kept in the main large envelope containing other documents and Response form.
6. Selected agency shall undertake to work completion indented generally within 10 days or such other time span as may be indicted in the P.O.
9. Selected agency shall furnish Security Deposit of Rs. 10,000 (Rupees Ten Thousand only) in the form of DD in favour of Maharashtra National Law University Mumbai.

For further details, **Please contact (022) 25703187.**

APPLICATION TO BID FOR DECORATOR FOR 1<sup>ST</sup> CONVOCATION CEREMONY  
ARRANGEMENTS IN OPEN AREA

Name of the Firm \_\_\_\_\_

The Registrar

Maharashtra National Law University Mumbai,

Post box No. 8401,

Powai, Mumbai - 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Decorators for 1<sup>st</sup> Convocation Ceremony arrangements in open area hereby declare that the information furnished in the application and in the supplementary sheets from pages \_\_\_\_ to \_\_\_\_ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Seal of the Agency.

LIST OF ITEMS REQUIRED FOR 1<sup>ST</sup> CONVOCATION CEREMONY IN OPEN AREA

Sr.No.	Items	Total Qty.	Unit	Rate	Amount
1	Stage 60' x 20' x 5' with 2 side stairs	1200	Sq.ft		
2	Carpet on stage & In front of stage	2800	Sq.ft		
3	Stage Curtain	1	Job		
4	VIP Chairs on stage	12	Nos.		
5	Mobile Tower A.C.	6	Nos.		
6	Sofa with Covers	24	Nos.		
7	Steel Cushion Chairs with Covers	150	Nos.		
8	Plastic Chairs	300	Nos.		
9	Shamiana Waterproof up to 15'Ht. 84' x 45'	3780	Sq.ft.		
10	Shamiana Sunroof up to 15'Ht [84' x 90']	7560	Sq.ft.		
11	Passage Carpets 10' width	340	R.ft..		
12	Passage & Side Closing of 8'ht.	400	R.ft..		
13	Pedestal Fan	36	Nos.		
14	Celling Fan	24	Nos.		
15	Flower Arrangement				
	A) Stage Table & Cloth 36' + with Flower Arrange.	1	L.S.		
	B) Stage Sp. Effect	1	Job		
	C) Flower arrangement in front of stage 60' in Mandap	1	Job		
	d) Welcome Gate with Flower	3	Nos.		
16	Supply of Banners [Plastic Flex]	4	Nos.		
17	Supply of M.H. Lights	10	Nos.		
18	P.A. System for the consisting of mixture, amplifier & 34 monitor speaker for stage-4 corded micro Phones for convocation song & national Anthem-3 cordless Microphones(2 for announcement,-1 Mile for Chairman)2 Podium Mikes (gooseneck 0,1 extra microphone & also connection for key board and 3 out puts for video.	1	Per Session/ Sys.		
19	Led Screen 12' x 8'	2	Nos.		
20	Photography + HD camera Mixture Set up+1 Black magic switcher, Black magic recorder, 3 Top Back , monitor, Sound distributer etc.	1	L.S.		
21	Generator Stand By 75KVA + Cabling	1	Nos.		
22	Supply of Fire Extinguishers Dry Powder	6	Nos.		
23	LED Stage [16' x4' '2.5' to 3.5'] with Masking	2	Nos.		
24	Wooden Tables 4'x2'	35	Nos.		
25	Operator, Photographer, & Conveyance charges	1	L.S.		