



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, हाजीपुर

National Institute of Pharmaceutical Education and Research (NIPER), Hajipur

औषध विभाग / Department of Pharmaceuticals

रसायन एवं उर्वरक मंत्रालय, भारत सरकार / Ministry of Chemicals & Fertilizers, Govt. of India

Ref. No. NIPER-HJP/Tender/Convocation/Stage&Décor/2025-26/07

Date: 03/09/2025

Notice Inviting Quotations

Quotation is invited from the interested eligible firms for Preparation of Hall Decoration, Live Streaming, Shawl, and Mementos for the 7th Convocation at NIPER Hajipur.

To support the 7th Convocation organized on September 20, 2025, arrangements need to be made for the venue hall. This includes stage and backdrop decoration inside the seminar hall, stage extension, LED wall with side wings, seating arrangements such as chairs and sofas, red carpet, natural flower decorations, honoring shawls, bouquets, and silver plaque mementos for all guests. Additionally, arrangements for live streaming and external standees are required. A detailed list of all requirements and associated costs is attached for reference.

Sealed Quotations are Invited from the reputed eligible firms as per terms and conditions given below: -

Sl. No.	Item Description	Quantity	Quoted Rate	Total Quoted Cost
1	Stage light on the T stand for the stage	2		
2	Sound- 2 top 2 base with mixer console, with additional audio cable, and staff support	1		
3	Cordless Mic	2		
4	Podium Mic	2		
5	Bouquet for VIP	2		
6	Normal Bouquet	4		
7	Stage Flower decoration- stage front area, tables, stage stairs, podium, stage beam etc.			
8	Trophy Table Cover & Frilling	3		
9	Wooden table with frill	5		
10	Sunboard vinyl podium decoration- 2.5*4 ft	2		
11	Stage New carpet- 26*12 ft	312 sqft		
12	Steel Dunlop chair with cover	100		
13	Sofa- 2-seater	6		
14	Original Flower Gate (Seminar Hall)- 8*8 ft	1		
15	Photography	2		
16	Live streaming- FB& YT (3 camera- 2 still & 1 movable)	1		
17	Live TV setup - HDMI Cabling, Wiring, Installation with Manpower support	2		
18	Flower Pot in front of the stage	10		
19	Table with frill for support- sound, Live streaming, etc.	6		
20	Decorative flower bowl- on the table	3		
21	Flower bunch on the wall	7		
22	Seminar hall NEW carpet- 60*26 ft	1		
23	Arrow Mark Stand- VIP, MEDIA, etc with Sunboard Vinyl printing			
24	Wooden Chair at Stage	6		
25	LED Wall on stage- 24*8 ft	1		
26	Led Riser- 26*4 ft	1		

27	Additional stage- 24*6 ft	1		
28	Towel	5		
29	Corridor white side walling- 40*6 ft	1		
30	Memento (Silver 50 grams plate with Wooden box featuring the NIPER logo and event details inscribed on the plate)	2		
31	Memento (Normal Folding plate featuring the NIPER logo and event details inscribed on the plate)	3		
32	Madhubani printed Shawl	5		
33	Additional carpet (Outside- 1500sqft, 1st floor- 480 sqft, additional stage- 144 sqft) 2124 sqft	2124 sqft		
34	Banner with frame- Black media with masking - 6*10 ft- 120 sqft	2		
35	Mix flower gate (Institute reception gate)- 12*10 ft with garland gate entry decor- 120 sqft	1		
36	Corridor New carpet - 70*15 ft- 1050 sqft			
37	Simple banner Gate - Main entrance- 29ft*3-1pc 12ft*3-2 pcs- 159 sqft	1		
38	Standeers- 6*3 ft- 72 sqft	4		
39	Flex banner- outside- 5*29 ft- 145 sqft	1		
40	Flex banner- outside- 5*5 ft- 25 sqft	1		
41	Silent Genset- 32KVA with 10 hr fuel with whole building wiring, cabling as per the event requirements	1		
42	Housekeeping staff	4		
43	Jute bags with NIPER Logo – Medium size	10		
44	Premium leatherette folder file with printing of NIPER Hajipur name & Logo	10		
45	Transportation	1		
			Total	
			GST as applicable	
Total in Word:				

Terms and Conditions: -

1. Interested vendors are requested to visit the site and discuss with the Indenting Department/Purchase Section for the actual scope of work and requirement, which may vary from the above-listed requirement.
2. Sealed Quotation may be submitted on the letterhead of the firm latest by 12:00 PM on 8/Sep/2025 to the tender box of NIPER Hajipur.
3. Quotation should be in the name of the Director, NIPER Hajipur, Vaishali, Bihar-844102.
4. The Quotation must include all taxes and charges. The L1 Price will be calculated on the overall quoted rate as mentioned in the quotation.
5. Vendor should have registered with GST and the company must have prior experience in providing venue hall arrangement and decoration services for at least two events for centrally funded institutions within the past three years.
6. Work must be completed by 6:00 AM on 20/09/2025.
7. Actual work may vary.
8. NIPER-Hajipur reserve the right to amend, withdraw or cancel the quotation notice at any point of the bidding process.

**Sd/-
Registrar(I/c)**