

CENTRAL SANSKRIT UNIVERSITY

Shri Maharaja Ranbir Singh Campus, Jammu

NOTICE INVITING QUOTATION (NIQ) / TENDER BID

For Providing an Open Stage, Backstage Green Area and Screened Changing Enclosures

Date of issue	13-10-2026
Last date for submission of Quotations	23-10-2026

Event: 5th North Zone Youth Festival, 2026

Venue: Shri Maharaja Ranbir Singh Campus,
Central Sanskrit University, Jammu

Event period: 02 November 2026 to 04 November 2026

1. Invitation and purpose

Central Sanskrit University, through its Shri Maharaja Ranbir Singh Campus, Jammu (hereinafter referred to as “the University”), invites sealed quotations from eligible and experienced contractors/agencies for the supply, transportation, erection, maintenance and dismantling of a temporary open stage, covered backstage green area and separate screened changing enclosures for the 5th North Zone Youth Festival, 2026. Bidders shall quote for the complete assignment in accordance with this document and applicable University procurement rules.

2. Scope of work and technical specifications

S. No.	Item	Minimum required specification
1	Main open stage	15 m × 10 m (150 sq. m.)
2	Stage height	Approximately 4 feet above ground level
3	Flooring	Strong, level, non-slip flooring suitable for the intended loads and safe use
4	Structure and access	Stable, adequately braced structure with safe access stairs/ramps as appropriate and suitable edge protection
5	Finishing	Neat skirting and finishing on the front and exposed sides
6	Backstage green area	Adequate covered area behind or alongside the stage for performers to wait and prepare
7	Changing enclosure—left side	Separate, fully cordoned and opaque/screened changing area
8	Changing enclosure—right side	Separate, fully cordoned and opaque/screened changing area
9	Privacy and access	Opaque partitions/enclosures with screened entrances and controlled access; no direct visibility from audience/public circulation areas
10	Basic facilities	Adequate lighting and ventilation, clean flooring, and seating/benches and mirrors wherever feasible
11	Safety	Fire-safe materials, safe electrical installations, secure fixing of temporary structures and unobstructed emergency access
12	Service period	Facilities to remain usable and maintained throughout 02–04 November 2026
13	Installation/dismantling	Installation and readiness before the event; dismantling and removal after the event as directed by the University

3. Mandatory green-room and changing-area requirements

- The contractor shall provide a sufficiently spacious covered backstage green area and separate changing enclosures on both the left and right sides of the stage.
- Each changing enclosure shall be large enough for the intended use, fully screened with opaque material, and arranged to prevent visibility from the audience, stage front and public circulation areas.
- Separate and appropriately screened entrances shall be provided to prevent unauthorized access and protect performers' privacy.
- The enclosures shall have a clean, level floor, adequate lighting and ventilation, and seating/benches and mirrors wherever feasible.
- All partitions and temporary structures shall be securely installed and shall not obstruct stage access, emergency exits or movement of participants.
- The contractor shall keep the stage, green area and changing enclosures clean, safe and serviceable throughout the festival.

4. Inspection, installation and completion

The complete stage and all associated facilities shall be installed, tested and ready for inspection by the authorized University representative sufficiently in advance of the commencement of the festival on 02 November 2026, at the time communicated by the University. Any defect or unsafe condition identified during inspection or the event shall be rectified promptly by the contractor at no additional cost.

5. Financial bid (to be quoted in Indian Rupees)

Bidders shall quote a complete, all-inclusive lump-sum price for the three-day period. The item-wise break-up below shall be completed.

S. No.	Description	Amount (₹)
1	Main open stage, 15 m × 10 m, approximately 4 feet high	
2	Flooring, access stairs/ramps, skirting and safety arrangements	
3	Covered backstage green area	
4	Separate screened changing enclosure on the left side	
5	Separate screened changing enclosure on the right side	
6	Partitions, privacy screening, lighting, ventilation and basic furnishings	
7	Transportation, labour, installation, maintenance and dismantling	
8	Subtotal	
9	GST (specify rate and amount, if applicable)	
10	Total all-inclusive lump-sum bid for 02–04 November 2026	

Total amount in words:

Rupees _____

The quoted price shall include all materials, labour, loading/unloading, transportation, erection, maintenance, dismantling, taxes and other costs necessary for completion. Any exclusions or additional charges must be expressly disclosed; undisclosed extra charges shall not be payable. The bidder shall state its GST registration details and applicable tax treatment.

6. Terms and conditions

1. **Eligibility:** The bidder shall have the capacity, experience, manpower and equipment required to execute the work safely and within the prescribed schedule. The University may seek supporting documents or references.
2. **Site inspection:** Bidders are advised to inspect the proposed site and satisfy themselves regarding access, ground conditions, dimensions and logistics before submitting a quotation. Any site visit shall be arranged with the University.
3. **Safety and compliance:** The contractor shall be responsible for the stability and safe load-bearing capacity of the stage and enclosures, safe electrical arrangements, secure installation and compliance with applicable laws, safety standards and directions of competent authorities.
4. **Personnel and damage:** The contractor shall be responsible for its personnel, tools, equipment and materials and shall make good, at its own cost, any damage caused to University property by its work, personnel or equipment.
5. **Maintenance:** The contractor shall keep the facilities functional for the entire event period and promptly repair or replace defective or unsafe components without additional cost.
6. **Dismantling:** Dismantling and removal shall take place only as directed by the University and shall be completed within the time allowed, without damage to the site or University property.
7. **Payment:** Payment shall be processed after satisfactory completion, verification and certification by the authorized University official, against a proper bill/invoice and applicable supporting documents, and in accordance with University financial rules. No advance payment shall be presumed unless expressly sanctioned in writing.
8. **Taxes and statutory obligations:** All applicable taxes, duties, labour-related obligations and statutory compliances shall be the responsibility of the contractor and shall be reflected in the bid.
9. **Evaluation and award:** The University may verify the information submitted, seek clarification, reject non-responsive or incomplete bids, and accept or reject any or all quotations, wholly or partly, in accordance with applicable rules and recorded reasons. Lowest price alone shall not confer an automatic right to award.
10. **No guarantee of award:** Issuance of this NIQ does not create a contractual commitment. The contract shall arise only upon written acceptance/work order issued by the competent authority.
11. **Disputes and interpretation:** Any matter relating to this NIQ shall be dealt with under applicable laws and University rules; the competent University authority's decision on administrative and technical matters shall be subject to applicable law and procurement rules.

7. Submission of quotation

The quotation shall be delivered to the office/location notified by the University on or before 23-10-2026. The submission time, bid-opening details, submission address and contact information shall be specified by the University before issue/publication of this NIQ.

8. Bidder details and declaration

Name of agency/contractor: _____

Name of authorised representative: _____

Registered address: _____

Mobile number and email: _____

GSTIN (if applicable): _____

PAN / registration details: _____

Declaration: I/We have read and understood the terms, conditions and specifications of this NIQ. The information furnished and the price quoted are true and complete. I/We agree to execute the work in accordance with the NIQ and any written work order issued by the University.

Place: _____ Date: _____

Signature of bidder/authorised signatory: _____

Name and designation: _____

Seal of agency/contractor: _____

For and on behalf of Central Sanskrit University
Competent Authority / Director
Shri Maharaja Ranbir Singh Campus, Jammu

Last date for submission of Tender: 23.10.2026

Place of submission:

Central Sanskrit University, Shri Maharaja Ranbir Singh Campus,
Kot Bhalwal, Jammu- 181122. Jammu & Kashmir

Contact details →

Sh. Savya Sachi Sharma (Section Officer) – 9797522481

Website: <https://csu-jammu.edu.in>

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All rights in relation to this Notice Inviting Quotation, its interpretation, amendment, cancellation and the procurement process are reserved to the competent authority of Central Sanskrit University, subject to applicable law and University procurement rules.