



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref. no. GTU/Pur/Inq/Navratri/Orchestra/2026/7543

Dt: 29/09/2026

Quotation invited

Sub:- Quotation in sealed cover are invited to undertake Orchestra Party for Navratri Program with duly filled in, "Annexure-IV" (Commercial/Financial Bid) with the following Details.

- Sealed quotations are invited to undertake Orchestra Party for Navratri Program to the Registrar, Gujarat Technological University, Nr. Vishwakarma Government Engineering College Nr. Visat Three Roads, Visat - Gandhinagar Highway Chandkheda, Ahmedabad - 382424 - Gujarat. as per list attached/given overleaf.
- The last date for receiving the quotation is **05/10/2026 up to 12.00 Noon. Bidder has to send quotation via speed post/post/courier/register AD only/ in person.** The envelope must be super scribed with the "QUOTATION FOR Orchestra Party for Navratri Program."
- Quotations received after the last date will not be entertained.
- Validity of Quotation:**
 - The quotation shall be valid for a period of 180 days counted for the last date of receipt of the quotation or opening of quotation whichever is later.
 - If the University and the bidder agree on mutual basis then the rates quoted and agreed to by the University shall remain valid for the program which will held periodically throughout the year in the University for minimum period of 1 year. No increase will be granted during the validity of the current agreement or date of Work order.
- Bid Price:**
 - The bidder shall quote the prices in INR include One day orchestra band service including all instruments/amenities at site including all taxes, duties, packing, forwarding, local levies transportation/ loading-unloading/ insurance, installation and commissioning, labor charge of the cost same is included in order cost.
 - Bidders are requested to quote rates as per format mentioned in "Annexure-IV", if any bidder fails to do the same then his bid will be rejected. The rates shall be quoted both in figures and words and should be signed by the authorized signatory.
 - The incomplete and conditional bids will be rejected Quoting unrealistic rates will be treated as Disqualification.
 - Any variation in the rates, etc. will not be allowed on any ground such as a mistake/ Misunderstanding, etc. after the quote has been submitted.
- Place of Delivery/Service(s):** The Place of Delivery/Service shall be at Gujarat Technological University, Chandkheda, Ahmedabad - 382424 campus or any other Venue as Decided by Gujarat Technological University, No additional freight or any other charges would be payable towards transportation etc.
- It is mandatory for bidders to take a visit/ survey of the venues selected for hosting the Event to get prior information of the required services before submission of the bids.

5 - Star Rating - GSIRF
(Gujarat State Institutional Rating Framework) - 2024



Top 500 under 'State Public University' category for 2025



Platinum Ranking till 2027 by Green Mentors



Computer Engineering (Cyber Security) Course under 'Tier-1' category has been accredited by



Head Office : GTU Campus, Nr. Visat Three Road, Visat-Gandhinagar Road, Chandkheda, Ahmedabad-382424. Gujarat, India.

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8. Scope of Work:

- Provide a professional live **orchestra group** including must have at least 12 members (Vocalist Male & Female, Instrumentalists) in its team. No advance payment shall be payable and the operator has to ensure security and safety of his equipment's himself. Payment of sound system will be restricted only to the organized event in the fair.
- The Orchestra Party must have Keyboard, lead Guitar, Dholak+ Hand sonic, Electric Pad, Bass Guitar, Tabla, Punjabi Dhol, Congo, Drum Set and other Additional musical instrument as detailed Financial Bid (**as per Annexure-IV**)
- Adequate operation/technicians/manpower for set-up & coordination of the shows should be made available as per requirements. In case of any additional requirements, it has to be provided on demand.
- All Facilities/setup which is required have to be made available to the venue at least 2 hours before the event day.
- The orchestra team must adhere to cultural and traditional themes – no objectionable content or language will be permitted.
- Tentative duration of the event would be any one day from 11/10/2026 to 19/10/2026 and timings of Garba will be 7.00 pm to 11.00 pm (Mid-night).**
- The successful bidder will ensure compliance of all the relevant provisions of the Laws.
- The Orchestra staff engaged by the Successful Tenderer shall: (a) Show professional courteous behavior at all times, (b) Orchestra staff will not smoke bidis, cigarettes or take alcoholic drinks on the campus/venue and nor they are allowed to chew pan, gutka, tobacco items etc.
- The Successful Bidder shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus/venue.
- The Successful Bidder and his staff shall abide by various rules and regulations of GTU as prevalent from time to time and shall comply with all instructions and directions of the GTU authorities given from time to time. In the event of any emergent situation, the staff of the successful bidder shall comply with instructions given by the GTU authorities, without waiting for confirmation by the bidder.

9. Documents to be submitted:

- The bidder should have minimum (3) three years' experience in the field of providing Orchestra service and similar nature of works to Govt. Departments / PSUs / Reputed Organizations/ other organizations (Copies of such work orders/certificates should be enclosed).
- The firm will also have to submit the detail of instruments to be played and No of musician.
- An undertaking/Letter of offer self-declaration certificate (**as per Annexure-I**)
- Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization, etc) should be provided (**as per Annexure-II**).

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- e) The Bidder should be registered with the concerned tax authorities such as TIN/TAN, PAN, Service Tax, Sales Tax/ VAT department Or GST as applicable from time to time and other authorities, copy of certificate to be submitted along with this bid. GST Unregistered firm should submit undertaking clearly stating that "GST is not applicable looking to the turnover of agency".
 - f) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department (as per Annexure-III).
 - g) Price / Commercial Bid in (To be submitted only on company Letter Head) (as per Annexure-IV).
 - h) Copy of the Bid document will have to duly signed by the authorized persons in all pages with seal. This shall be treated as acceptance of all terms and conditions by the Bidders and as part of the agreement for fulfilment of the contract..
10. **Payment:** No advance payment shall be made. Payments will be made only after successful execution of the work and certified by authorized person/competent authority. Income tax & other tax etc., as per prevalent laws shall be deducted at source while making payment.
11. **Contract Period:**
- a) The validity of the contract/work order will be only one day from the date of issue of the work order.
 - b) If the University and the bidder agree on mutual basis then the rates quoted and agreed to by the University shall remain valid for the program/event which will held periodically throughout the year in the University for minimum period of 1 year. No increase will be granted during the validity of the current agreement or date of Work order.
12. **Penalty for default in service or delay for completion of work will be levies as below**
- a) In the event of failure to render service satisfactory, penalty shall be deducted from bill as decided by the University Authority.
 - b) Breach of any of the conditions of the contract Minimum penalty of suitable higher amount as decided by university authority or termination of contract as the case may be.
13. The University is not bound to accept the lowest quotation and reserves the right to accept any quotation or reject any or all quotation without assigning any reason whatsoever and no correspondence in this behalf shall be entertained. The decision of the University authorities in the matter of selection shall be final and binding to all.
14. The University reserves the right to reject any or all quotations without assigning any reasons.
15. In case of any unforeseen circumstance/ force majeure if the event get cancelled, the organizer will not be liable to make any payment for the same
16. The Bidder selected shall not be allowed to further subcontract in partial or full of the work assigned to them.
17. Any damage to movable/immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of GTU.

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18. If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., GTU, Ahemdabad reserves the right to terminate the contract.
19. In case of any dispute between the parties regarding the interpretation of the terms and condition of the agreement or any dispute arise between the parties, the decision of the Hon. Vice Chancellor GTU shall be final and binding
20. If any of the terms or conditions provided herein or any direction {s} issued by the University is not Complied with or contractor is found to have committed any breach thereof, the University will be at Liberty to terminate the Contract and forfeiture Security deposit/performance guarantee as the case may be.
21. Sample quotation document download from <https://www.gtu.ac.in/Tender.aspx> (Tender Tab)
22. For any query, bidder may contact on Purchase Department, GTU campus, Chandkheda (Phone no.: 07923267535/628/540) or you may write email on purchase@gtu.edu.in.
23. Judicial jurisdiction of all the dispute will be Ahmedabad (Gujarat) only.


29/9/26
Registrar



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Annexure-I

LETTER OF OFFER

(To be printed on company Letterhead)

To,
The Registrar
Gujarat Technological University (GTU)
Nr.Vishwakarma Government Engineering College,
Nr.Visat Three Roads, Visat - Gandhinagar Highway,
Chandkheda, Ahmedabad – 382424 – Gujarat.

Subject: Providing Orchestra Party for Navratri Program which will held

Reference GTU/Pur/Inq/Navratri/Orchestra/2026/

Date:

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

All information furnished by me/us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, true and valid.

My/our tender shall remain valid for a period of 180 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and maybe accepted at any time before the expiry of the period.

The Price-Bid submitted by me/us is “WITHOUT ANY CONDITION”.

If any information or document submitted is found to be false/incorrect, GTU may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for forfeiture of all dues including blacklisting of my/our firm and all partners of the firm etc.

I/we also declare that the Government of India, Government of Gujarat or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

I/We understand that GTU decision will be final for the evaluation of Bids.

I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that GTU is not bound to accept the lowest bid.

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Sign of Authorized Signatory



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With Date and Seal

Annexure-II

Information to be furnished by the bidder:

Sr. No	Organizational Contact Details	Information to be filled by Bidder
1	Name of Bidder/ Firm/ Organization :	
2	Address of registered office :	
3	Type of Organization (Proprietor/Firm/ Partnership/Company/Pvt.Ltd/Public Ltd. etc	
3	Authorized Contact Person	
	Mobile no :	
	E-mail :	
4	Year of establishment:	
5	Main areas of business:	
9	GST and PAN Number:	
11	NEFT BANK DETAILS :	

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with GTU in future.

Place:

Date:

Sign of authorized signatory
With date and seal

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Annexure-III

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT.

To,

The Registrar

Gujarat Technological University (GTU)

Nr.Vishwakarma Government Engineering College,

Nr.Visat Three Roads, Visat - Gandhinagar Highway,

Chandkheda, Ahmedabad – 382424 – Gujarat.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 3 years.

For M/s _____

Sign of Authorized Signatory

With Date and Seal:

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Annexure-IV

PRICE/COMMERCIAL BID

(To be submitted in the letter head of bidder)

Sr no.	PARTICULAR	Rate Quoted for Garba Night (Inclusive of All Taxes & GST in Rs)
1	Acceptance letter of having Orchestra party consisting of at least 8 to 12 members and having Keyboard, lead Guitar, Dholak+ Hand sonic, Electric Pad, Bass Guitar, Tabla, Punjabi Dhol, Congo, Drum Set and other Additional musical instrument.	

We agree to provide the above service in accordance with the technical specifications for a total contract price of Rs. _____ (amount in figure) (Rs. _____ Amount in words) within the period specified in the Invitation for Quotation.

Rate must be inclusive of all taxes, duties, packing, forwarding, local levies transportation/ loading-unloading/ insurance, installation and commissioning, labor charge of the cost same is included in order cost.

We also confirm that the offered Service/goods/material/items should be deliver as per direction by University.

The above all terms and condition which form part of this inquiry are acceptable to me/us.

Sign of authorized signatory
With date and seal

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ANNEXURE-V

CHECKLIST OF THE DOCUMENTS TO BE ATTACHED ALONG WITH THE TECHNICAL BID

Sl No	Name of the document	Whether enclosed Yes/No	Page No
1	Firm Registration attached?		
2	Documentary Proof of Sales Tax / VAT / PAN / GST Registration attached?		
3	An undertaking/Letter of offer self-declaration certificate (as per Annexure-I)		
4	Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization, etc) should be provided (as per Annexure II).		
5	An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State/UT Government institution (as per Annexure III)		
6	Price / Commercial Bid in (To be submitted only on company Letter Head) (as per Annexure-IV).		
7	Experience in undertaking such type of jobs attached documents of (Work order/Experience Certificate)		
8	Give details of your major client,		
9	Original quotation document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions.		

Sign of authorized signatory
With date and seal

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