



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

*An Institute of National Importance*

(Autonomous Institution under MOE, Govt. of India &  
Department of Information Technology & Electronics, Govt. of West Bengal)  
WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani Water Treatment Plant  
Near Buddha Park, Dist. Nadia, P.O. Kalyani - 741235, West Bengal.

## EXPRESSION OF INTEREST (EOI)

**For Providing Rental Items (Audio and Electrical) for Status Code 2 Programme**

**Ref. No.: IIITK/Tender/25-26/06**

**Date: 11-08-2025**

Indian Institute of Information Technology, Kalyani invites sealed quotations from reputed suppliers for providing Rental Items for the Status Code 2 Programme scheduled to be held on 23<sup>rd</sup> and 24<sup>th</sup> August 2025 at the APC Ray Lecture Hall Complex, IISER Kolkata.

### **Scope of Work**

The selected supplier shall be responsible for supplying, delivering, and arranging the following items on a rental basis for the duration of the programme:

Sl. No.	Particulars	Qty
1.	<b>Audio arrangements:</b> Speakers box - Top - 2 Nos Speakers box - low - 2 Nos Lapel Tie Mic - 1 No Wireless Mic - 3 Nos Mouth Piece - 2 Nos Monitor Box - 2 Nos.	1 Set.
2.	Extension Cords	90 Nos.

### **Eligibility Criteria**

Interested bidders must:


- Be a registered firm/entity engaged in supply of rental items for events.
- Have prior experience in providing similar rental services for programmes/functions.
- Possess valid GST registration and PAN.
- Be capable of delivering, arranging, and removing the items within the required schedule.

### **Submission Guidelines**

- Quotations should be submitted in a sealed envelope super scribed as:  
"EOI for Providing Rental Items – Status Code 2"
- The envelope must contain the Financial Bid as per the prescribed format (Annexure I).
- Addressed to:  
**The Registrar**  
Indian Institute of Information Technology, Kalyani  
WEBEL IT Park, Kalyani – 741235, Nadia, West Bengal
- Last date & time for submission: 13.08.2025 upto 3 PM

### **Terms & Conditions**

- Rates must be quoted inclusive of all applicable taxes, duties, and charges.
- The supplier shall ensure timely delivery, proper arrangement, and removal of all items after the programme.
- Payment will be made after successful completion of services and submission of invoice.
- The Institute reserves the right to accept or reject any or all quotations without assigning any reason.

  
11.8.25  
Registrar

**Annexure I – Financial Bid Form****EOI for Providing Rental Items (Audio and Electrical) – Status Code 2 Programme**

Sl. No.	Particulars	Qty	Amount Quoted inclusive of GST
1.	<b>Audio arrangements:</b> Speakers box - Top - 2 Nos Speakers box - low - 2 Nos Lapel Tie Mic - 1 No Wireless Mic - 3 Nos Mouth Piece - 2 Nos Monitor Box – 2 Nos.	1 Set.	
2.	Extension Cords	90 Nos.	

**Total Amount (Inclusive of GST) (In Words)**

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**Authorized Signatory:****Name of Company:** \_\_\_\_\_**Date:** \_\_\_\_\_**Seal/Stamp:**