



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 for Status Code 2 Programme

Ref. No.: IITK/Tender/25-26/05

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 23rd and 24th 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.	Quilts (Single)	130 Nos.
2.	Mattress (Single)	130 Nos.
3.	Tables (With Cover)	155 Nos.
4.	Chairs (Without Cover)	630 Nos.
5.	Almirah (With lock and Key)	3 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
Indian Institute of Information Technology, Kalyani

Annexure I – Financial Bid Form**EOI for Providing Rental Items – Status Code 2 Programme**

Sl. No.	Particulars	Qty	Amount Quoted inclusive of GST
1.	Quilts (Single)	130 Nos.	
2.	Mattress (Single)	130 Nos.	
3.	Tables (With Cover)	155 Nos.	
4.	Chairs (Without Cover)	630 Nos.	
5.	Almirah (With lock and Key)	3 Nos.	
Total Amount:			

Total Amount (Inclusive of GST) (In Words)

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Authorized Signatory:**Name of Company:** _____**Date:** _____**Seal/Stamp:**