VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA
ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ
(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)
Siddhi Vihar, P.O. Engineering College, Burla, Dist: Sambalpur, Odisha, (India) -768 018

No. VSSUT/ OOR/1046/2026 **Date:** 07.11.2026

INVITATION FOR EXPRESSION OF INTEREST (EoI)

Organising the 18th Convocation of VSSUT, Burla – 21 November 2026

Veer Surendra Sai University of Technology (VSSUT), Burla, invites Expressions of Interest (EoI) from reputed and duly registered Event Management Firms, registered under the Goods and Services Tax (GST) Act, for undertaking the planning, coordination and execution of arrangements related to the **18th Convocation of the University**, scheduled to be held on 21 November 2026.

The work broadly comprises the following two independent categories:

Category A: Auditorium, Stage, Robing Rooms and Associated Arrangements
Preparation and arrangement of three Robing Rooms, Grace Room and Photo Gallery, along with stage preparation and associated arrangements in the auditorium for the seating of dignitaries and Academic Council members. The scope includes entrance gates, temporary structures, furniture, carpeting, lighting, sound systems, floral decorations, refreshments and other items specified in the **Annexure**.

Category B: Dining, Kitchen and Convocation Lunch Arrangements
Arrangement of the dining area, food counters, kitchen tent, furniture, water dispensers and associated facilities, including preparation and serving of convocation lunch for approximately 1,200 persons, as detailed in the **Annexure**.

Firms may submit their EoI for Category A only, Category B only, or both Categories A and B. Participation in either category shall be independent of participation in the other. Firms applying for both categories shall demonstrate adequate technical, operational and manpower capabilities to execute the requirements of each category.

The detailed schedule of work, descriptions of items and materials, quantities and prescribed financial quotation format are provided in the enclosed **Annexure**.

Eligibility and Submission Requirements

Interested firms shall submit their EoI containing both technical and financial proposals in a sealed envelope. The submission shall clearly indicate the category or categories for which the firm intends to participate.

The EoI shall include the following:

1. **Organizational Profile:** Name, registered address, contact details, constitution and relevant particulars of the Event Management Firm.
2. **Statutory Registrations:** Valid GST registration certificate, and other applicable statutory registration documents.
3. **Relevant Experience:** The firm must have prior experience in organizing convocation ceremonies or comparable large-scale institutional, academic or official events. Details of similar events successfully organized shall be furnished.

4. **Documentary Evidence:** Copies of work orders, agreements, completion certificates or performance certificates issued by the concerned organizations shall be submitted to substantiate the experience claimed. The details should include the name of the organization, nature of the event, year of execution and approximate value of the work.
5. **Technical Proposal:** A category-wise description of the proposed arrangements, resources, infrastructure, manpower, logistics and execution capabilities demonstrating the firm's ability to meet the requirements specified in the Annexure.
6. **Financial Proposal:** Duly filled item-wise financial quotation in the prescribed format provided in the Annexure, for the category or categories applied for, including applicable taxes and other charges.
7. **Additional Requirement for Category B:** Firms applying for Category B shall submit a valid FSSAI registration/license, as applicable, for undertaking food preparation, handling and catering services. Details of food preparation facilities, food safety practices, hygiene arrangements and manpower deployed for catering operations shall also be furnished.

Firms applying for both categories shall submit separate technical and financial details for Category A and Category B. Firms applying for only one category shall restrict their proposals and quotations to that category.

Terms and Conditions

1. The participating firm must be a legally registered Event Management Firm with valid GST registration and shall submit copies of relevant statutory documents.
2. The firm must possess demonstrable experience in organizing convocation ceremonies or comparable large-scale institutional, academic or official events. The University may assess the nature, scale, value and satisfactory completion of such assignments while evaluating the technical capability of the participating firms.
3. The University may prescribe or verify minimum experience, work-value and financial-turnover requirements, as specified in the Annexure or subsequent clarifications issued by the University.
4. Firms may participate in Category A, Category B or both categories. Submission for one category shall not be treated as an application for the other category.
5. The technical and financial proposals shall be submitted together in the same sealed envelope. Firms applying for both categories shall provide separate category-wise technical details and financial quotations to facilitate independent evaluation.
6. The University reserves the right to evaluate Category A and Category B independently and may consider different firms for the two categories, depending on their respective technical capabilities and financial quotations. Participation in or selection for one category shall not confer any preference or entitlement in respect of the other category.
7. All financial quotations shall be submitted strictly in the prescribed format. Applicable GST and other charges, wherever relevant, shall be clearly indicated. The quoted rates shall include all expenses associated with the respective items and services, including transportation, installation, manpower, logistics and other incidental requirements, wherever applicable.
8. The total financial quotation for each category shall clearly indicate the basic amount, applicable GST and other charges, and the final quoted amount. The firm shall ensure that the quoted amounts are arithmetically consistent.
9. Firms undertaking Category B shall comply with applicable food safety, hygiene and catering regulations and shall ensure that food preparation, storage, transportation and serving arrangements conform to the prescribed standards. The firm shall be responsible for maintaining appropriate hygiene and food safety practices throughout the event.
10. The selected firm shall be responsible for deploying adequate trained manpower and ensuring timely delivery, installation, execution and removal of the materials and facilities covered under its respective category, in coordination with the University.

11. The participating firms shall ensure that the arrangements are completed within the timelines communicated by the University. Any delay or deficiency in execution shall be dealt with in accordance with the terms and conditions of the work order/agreement issued by the University.
12. The University reserves the right to seek clarifications, additional information or supporting documents from any participating firm during the scrutiny and evaluation of the EoI.
13. The University reserves the right to verify the credentials, experience, financial capacity, statutory registrations and supporting documents submitted by the participating firms.
14. Submission of an EoI shall not confer any right on a participating firm to claim selection or award of work. The University reserves the right to accept or reject any or all EoI submissions, either in whole or in part, without assigning any reason thereof.
15. The University reserves the right to cancel or withdraw this invitation or issue a fresh EoI, with or without amendments, at any stage of the process.
16. The University reserves the right to modify, supplement or incorporate additional requirements, specifications or conditions in the Annexure, as may be considered necessary in the interest of the University.

Submission of EoI

The complete EoI, duly signed by the authorized representative of the firm, along with the technical proposal, financial quotation and all supporting documents, shall be submitted by registered post/speed post/courier in a sealed envelope superscribed:

"EXPRESSION OF INTEREST FOR ORGANISING THE 18TH CONVOCATION OF VSSUT, BURLA – CATEGORY A / CATEGORY B / BOTH CATEGORIES"

The sealed envelope shall be addressed to:

The Registrar
Veer Surendra Sai University of Technology (VSSUT)
Burla, Sambalpur, Odisha, 768018.

Last date and time of submission: 13 November 2026 (Friday), up to 4:00 PM.
EoI submissions received after the stipulated date and time shall not be considered.

Registrar
Veer Surendra Sai University of Technology
Burla, Odisha

Memo No. VSSUT/OOR/1047/2026 Date: 07.11.2026

1. University Notice Board of VSSUT Burla.
2. The Dean, Faculty & Planning with request to display the advertisement in the University website.
3. The Comptroller of Finance for Information and necessary action.
4. PA to Registrar for information & record.
5. PA to Vice-Chancellor for kind information of Hon'ble Vice–Chancellor.

Registrar
VSSUT, Burla
07/11/2026

Annexure

Schedule for the work "Organising 18th Convocation 2026 i.e. (A) for preparation of Robing room, Grace room and photo gallery along with preparation of Stage in the auditorium for sitting of Guests and Academic Council members and (B) arrangement of Dining and Kitchen area for staff and students of VSSUT Burla and providing Convocation Lunch".

S.N.	Description of items and materials	Quantity	Rate (₹)	Amount (₹)
A	**Auditorium and Robbing area**			
1.	Entry Gate Main Entrance Gate near GJ Gate of 20' size Medium size gate near Robbing room entrance 10' size	 01 No. 01 No.		
2.	Bamboo frame cloth walling (White and Blue) Robbing and Grace room area (4 × 100 × 8) Academic procession corridor (2 ×100 × 8)	4800 sqft		
3.	Robbing rooms 03 nos. (15'×15'×2 + 60'×15×1 + pantry)	1450 sqft		
4.	VVIP Chair (Photo Gallery)	10 Nos		
5.	Tea poi	10 Nos		
6.	Photo Gallery 30' × 15'	450 sqft		
7.	VVIP 2-seater sofa	10 Nos		
8.	Dunlop Chairs for Academic Council members	40 Nos		
9.	Matting Red Carpet (running feet)	400		
10.	Green Net carpet	9000 sqft		
11.	Fiber Chair for auditorium	150 Nos		
12.	Auditorium (Backdrop 30' × 15', Side Wings 15' × 4' Side Wings 15'× 4')	570 sqft		
13.	Stage Light with DMX Mixture	01 set		
14.	Ceiling Fans for robbing room	10 Nos		
15.	Light for podium	02 Nos		
16.	Light for robbing rooms with wiring	Lumpsum		
17.	Sound System	01 set		
18.	Soundless Stand Fans in auditorium	10 Nos.		
19.	Tissue, Handwash, Mirror Big, Safety Pin, Towels, Room Freshener, Naphthalene Balls, Napkin, Bucket, Mug, Sanitizer, Mask etc. for robbing room/auditorium	Lumpsum		
20.	**Flower Decoration** Box Gate - 02 (New artificial flower) Entry Gate Auditorium (Natural and artificial) VSS Statue - 01 Natural flower Ganesh Statue – 01 Natural flower Stage front garden - Natural flower Auditorium Backdrop - Artificial flower Wall Bouquet - 40 nos. Artificial flower Table bouquet - 20 nos. Natural flower Hand bouquet - 05 nos. Natural flower Hand Pot tree (Sambalpuri printed) 10 nos. Podium - 02 nos. Natural Flower Garland For Statue – 02 nos.	Lumpsum		
21.	VVIP Tiffin (wrapped) + Chocolate bowls (wrapped)	50 Nos.		
22.	Water Bottle (Glass)	50 Nos.		
23.	Water Bottle in auditorium (Dispenser + paper glass)	1000 pax		

24.	Tea, Coffee, Lemon Tea, Green Tea, Coconut Water, Black Coffee	25 pax		
25.	Standee	10 Nos.		
	Total			

B	**Dining Area Tent work / Convocation Lunch**			
S.N.	**Description of items and materials**	**Quantity**	**Rate (₹)**	**Amount (₹)**
1.	Dining Area in front CE dept. (1 × 300' × 8')	2400 sqft		
2.	Food Counter ceiling 20' × 15'×5'	1500 sqft		
3.	Dustbins	20 Nos		
4.	Washbasin	05 Nos		
5.	Fiber chairs	100 Nos		
6.	Round tables	10 Nos		
7.	Tables with frills	50 Nos		
8.	Kitchen tent work	Lumpsum		
9.	Water dispensers and paper glass for 1200 pax	Lumpsum		
10.	Transportation	Lumpsum		
11.	Convocation Lunch	1200 pax		
	Welcome drinks			
	Green salad, Mixed pickle, Papad			
	Green peas pulao			
	Dal Makhani			
	Mix veg curry			
	Matar paneer			
	Tomato khata			
	Veg Chips			
	Rice Kheer			
	Water dispenser + paper glass + Napkin + spoon + bowls + Plates (Bone China)			
	Total			