

Dated 21.2.2024

NOTIFICATION

Subject: Make arrangements through a agency/firm to printing works & arrangement of equipments for 1st Convocation of CSU scheduled to be held on 07th March, 2024 - regarding.

It is with great pleasure to inform you that the Central Sanskrit University, established by an Act of Parliament is going to its 1st Convocation scheduled on 7th March, 2024 from 1100-1200 hrs at Brahma Kamal Auditorium Hall, Yashobhoomi Convention Centre, Sector-25, Dwarka, Delhi-110061.

Mrs. Droupadi Murmu, Hon'ble President of India & Visitor of the University has graciously consented to be the Chief Guest and Shri Dharmendra Pradhan, Honorable Minister of Education, Government of India and Chancellor of Central Sanskrit University, Delhi will preside over the Convocation. The Ceremony will include the conferring of degrees, speeches, and other traditional elements that signify the culmination of years of rigorous academic pursuit. In this event near about 5000 students, scholars, guests and officials will participate from the different states of India.

For the above event, the requirement is needs relating to Convocation which includes printing of invitation card, brochures, stage decorations at the venue, all branding, stands, displays, preparation of book stalls, Banner, Backdrops, Hoarding, arrangement of LED displays, Selfie points, Thematic Gate, photography, videography, transport facility etc. In this regards, those agencies/firms who are interested to undertake the job and fulfillment the following specific condition may be requested to collect quotations. In this context, who fulfill the following criteria may call for meeting for understanding the requirements for convocation. The schedule of meeting for understanding the requirements for convocation has been scheduled on 23.2.2024 at 11.00 a.m. in the premises of Central Sanskrit University, Delhi for discussion with managements of vendors and take to sample and obtain the quotations :-

- The concerned firm shall have experience of successfully completed work of the mega event. (proof of completion to be submitted).
- The agency/firm should be operating in India at least for the last 3 years with experience in related field, as on the last date of submission the quotation.
- Minimum 3 or 4 events have completed by the firm under Police Security & Protocol events.
- Minimum turnover of the agency/firm of Rs. 50.00 lakhs should be in a year.
- The record of the firm should be very cleared, no any criminal case, enquiry or investigation against the agency/firm.
- The agency/firm should not have been blacklisted or debarred by any Central/State Government/agency of Central/State Government/Public Sector Undertaking/ Regulatory Authority of India at the time of submission of the quotation.
- The agency/firm shall submit valid documentary proof of GST Registration and Income Tax Registration number (PAN) etc.

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In this context, Competent Authority has constituted a Committee comparison with the following members for calling the quotations for qualified Venders as per criteria mentioned above and finalizes the L-1. Further, the Committee makes all the arrangements as per requirements and submit the bill after completion of the event with proper justification:-

- 1- Prof. Madan Mohan Jha, Dean, Student Welfare
- 2- Prof. Pawan Kumar, Controller of Exam.
- 3- Prof. Madhukeshwar Bhatt, Director (Central Schemes)
- 4- Prof. Ratna Mohan Jha, Director (MSP)
- 5- Prof. R. L. Narayana Simha, Convener, Anuvadini
- 6- Dr. Jitendra Rayaguru, Project Officer I/c
- 7- Dr. Amrita Kaur, Incharge, MOOCs
- 8- Dr. Sunita, Incharge (Scheme-I)
- 9- Sh. Anil Kumar Naudiyal, Asstt. Director (CC)
- 10- Shri Jyotish Kumar, Acctt. Officer
- 11- Shri Manoj Mishra, Lab. Technician
- 12- Shri Ramniwas, Assistant

For any communication/assistance, kindly feel free to contact **Dr. Jitendra Kumar Rayguru, Coordinator (Programme)** through his mobile-9402576340.

The Committee will submit the details of L-1 after finalization of the process through proper channel on or before 01.03.2024.

This notification is issued with the approval of the Vice-Chancellor, CSU, Delhi.


(Prof. R.G. Murali Krishna)
Registrar I/c

Copy to :-

- 1- All the Committee Members.
- 2- P.S. to Hon'ble Vice Chancellor, CSU, New Delhi for information.
- 3- P.A. to Registrar, CSU, New Delhi
- 4- Finance Officer I/c
- 5- Controller of Exam.
- 6- Dy. Director (Admn.)
- 7- Notice Board
- 8- Concerned file