

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RAJA GARDEN, RING ROAD
NEW DELHI -110027

NOTICE INVITING TENDERS

1. Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for “**Event Setup /Tent House to organize Gender Fair, a 2 day event to be held on 2-3rd, February, 2017 tentatively**”. The sealed Tender superscribed as “**Tender for Gender Fair 2017.**” along with technical and financial bid in separate envelope must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027

2. **CRITICAL DATE SHEET as under.**

Date	Date and Time
Published Date	5-12-2016
Bid Submission Start Date	5-12-2016
Bid Submission End Date	26-12-2016 (4:00 PM)
Bid Opening Date	4-1-2017 (11:00 AM)

3. **Bid Submission: Separate envelopes should be used for Technical and Financial Bids and indication to that effect may please be superscribed on the envelopes.**

4. Tenderer/Contractor are advised to follow the following Technical conditions: - .

(a) Tender fee of Rs 500/- (Non- refundable) and Earnest Money of Rs. 5,000/- is to be deposited electronically by NEFT/RTGS in the account of Shivaji College at the below mentioned details. Bidders are required to submit the details of Tender Fee and EMD payment deposit:

BANK Details for EMD Payment through NEFT/RTGS:

Account Holder Name: Principal Shivaji College

Account No. : 1272000172

Account Type: Saving

Bank: Central Bank of India

Branch: Shivaji College, Delhi – 110027

IFSCCode: CBIN0283942

(b) The firm’s profile with complete details duly signed.

(c) The firms having experience in Tent House will be selected for this tender. Firms should have all the statutory compliance registrations as per prevailing rules. (PAN, VAT etc.)

(d) The firms who have already completed atleast three similar work of **value Rs. 1.5 Lakh in** an each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes will be selected. **OR**

The firm must have annual turnover for **Rs. 8 Lakhs** during immediate last three years.

- (e) The firms shall provide a set of detailed working of **Gender Fair 2017** with the Technical specifications and acceptance thereof (**Annexure –I of the tender**).
- (f) The firms must provide experience certificate of last three years in table form along with proof.
- (g) 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.
- (h) No near relative certificate.
- (i) Financial standing through latest I.T.R., Annual report (balance sheet and Profit & Loss Account) of last 3 years.
- (j) Acceptance of other terms and conditions.

Other terms and Conditions:-

- i. The institute may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The institute at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
- ii. The Institute also reserves the right of splitting the items within two or more contractors for placement of order.
- iii. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejections.
- iv. Payment terms: Payment will be made in the following way:
 - 1. 20% within 7 days after signing of MOU
 - 2. 70% on the second day of the event and
 - 3. 10% after 2 days of successful organization of Gender Fair 2017.
- v. The bidder shall remain valid for acceptance for a period of 45 days from the date of signing the MOU.
- vi. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after deducting the TDS as applicable.
- vii. The quoted price shall be inclusive of VAT, Sales Tax, Income tax, Excise Duty, Service tax and all other taxes (if applicable).

COMPANY LETTER HEAD

Annexure –I

TECHNICAL SPECIFICATIONS

Gender Fair Event Setup

1. Lights as per requirements
2. Stage setup 40' x 30' x 4' with Risers, complete masking and framing.
3. DJ/ Mixing console with effects (16 Channel- Yamaha)
4. Backdrop 36' x 10'. Side Panels 10' x 4' x 2' with complete masking and framing.
5. Tentage : Stalls setup, 20 in number size 10' x 10' at different places.
6. Cordless mikes and stand mikes as required.
7. Flower Decorations at gate and some other places.
8. Sound Requirements:
For main stage: 8 Vocal Chord Mics with Mike Stands (Shure SM 58), 3 Monitors, 4 JBL Speakers, Leads for Guitar and Keyboard.
For Auditorium: 8 Vocal Chord Mics (Shure SM 58), 2 Monitors, 2 JBL Speakers, Mixer.
9. Generator Backup on both days.
10. Carpeting from gate to stage and to Principal's office and seating arrangement of 300 chairs and 20 three seater sofas.
11. Any other additional equipment as per requirement.

Tenders should reach the undersigned latest by 26.12.2016 upto 4:00 p.m. preferably by hand or by post in the name of Principal, Shivaji College, Raja Garden, New Delhi 110027.

Tenders will open on 4th January 2017.


(Dr. Shashi Nijhawan)
Principal

COMPANY LETTER HEAD

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,

Dear Sir/Madam,

I submit the Price Bid for **GENDER FAIR 2017 at SHIVAJI COLLEGE** and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, (Annexure -2) inclusive of all applicable taxes.

4. I hereby declare that price quoted in the Financial Bid are for the **GENDER FAIR 2017 at SHIVAJI COLLEGE** as specified in the Technical Bid meeting all the specifications and parameters of Technical Specifications as given in the Tender Document.

Yours Faithfully,

Signature of authorized Representative

COMPANY LETTER HEAD

(Annexure -2)

FINANCIAL BID

Sl. No.	DESCRIPTION	Firm Price(INR) (To be filled in by Bidder)	
		Price In INR	Total Price
1.	For Gender Fair Event Setup Technical Bid Specification (Annexure I) inclusive of all taxes and levies, direct and indirect expenses.	INR in figures..... INR in Words	INR in figures..... INR in Words

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after deducting the TDS as applicable.
5. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL AND FINANCIAL BID.

Bidder is required to fill-up this checklist and enclose alongwith the envelope containing the Technical Bid.

Sl.	Item Description	Yes/No	Bid Reference
1.	NEFT/RTGS Receipt of Tender Fee Deposited Enclosed		
2.	NEFT/RTGS Receipt of Earnest Money Deposited Enclosed		
3.	Tender Acceptance Letter		
4.	Letter of authorization to submit bid.		
5.	Duly authenticated proof of items mentioned in the Technical conditions Point 4 (b) to (j) of Tender document		
6.	Financial Bid Undertaking		
7	Financial Bid		