


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

NOTICE

Date:23-02-2017

INVITING TENDERS FROM TENT HOUSES

Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for "**Tent Houses**". The sealed Tender superscribed as "**Tender for Tent Houses.**" along with *technical and financial bid in separate envelope* must reach the office by 15-03-2017 in the name of the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027.**


(Dr. Shashi Nijhawan)
Principal

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

Date	Date and Time
Published Date	23-02-2017
Bid Submission Start Date	23-02-2017
Bid Submission End Date	15-03-2017
Bid Opening Date	16-03-2017(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. 10,000/- (Refundable without interest) only in form of **Demand Draft/Pay Order** separately. The Demand Draft/Pay Order DD should be drawn in favour of “**The Principal, Shivaji College**”, payable at New Delhi.
Bidders are required to submit the details of Tender Fee and EMD payment
 - (b) The firm’s profile with complete details duly signed.
 - (c) The firms should have valid PAN & VAT / Central Sales tax, Registration Number.
 - (d) The firm having an experience of working with the colleges of University of Delhi regarding a job of similar nature will be preferred.
 - (e) The firms who have already completed atleast three similar work of **value Rs 1.00 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. 5,00,000/-** during immediate last three years.(Certified by Chartered Accountant)

- (f) The firms shall provide acceptance of Technical specifications. (**Annexure –I of the tender**).
- (g) The firms must provide experience certificate of last three years in table form along with proof.
- (h) 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.
- (i) Undertaking that No near relative in the college.
- (j) Provide bank details on firm letter head.
- (k) Financial standing through latest I.T.R of last 3 years.
- (l) 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 contactor 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: - Full and final payment will only be made after successful installation of tent and on submission of working satisfactory report in this regard.
- v. The bid shall remain valid for a period of one year which may be further extended to another year
- 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, Service tax and all other taxes (if applicable).

COMPANY LETTER HEAD

Annexure -I

TECHNICAL SPECIFICATIONS

S.No.	Item Description	Size
1.	Ceiling	15x15
2.	Parda/celling	11x15
3.	Carpets	5x15
4.	Table	2.5x5
5.	Chair	Banquet Chair
6.	Round Table	4x4
7.	Sofa	2 Seater
8.	Green Mat	5x30
9.	Red Mat	5x30
10.	Counter Fall	4 Per Table
11.	White Sheet	Per Table
12.	Crockery	Melamine and Bone China
13.	Halogen Lights	1000 watt
14.	Standing Fans	Small Fan and Big Fan
15.	Decorative Gates	
16.	Flowers Decoration	
17.	Thakat	6x3
18.	Sound System	
19.	Generator	62 Kv

20.	Waiter	
21.	Cartage	Per Truck

Important Notes:

1. Any other item not listed above may be quoted separately.
2. Details of functions likely to be held are given as under: -

S.No.	Type of Function	Range (Number of Functions)
1.	Small Functions	20-25
2.	Big Functions	15-20

COMPANY LETTER HEAD

FINANCIAL BID UNDERTAKING

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

To,

Dear Sir/Madam,

I submit the Price Bid for _____ 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 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

S.No.	Item Description	Size	Rates
1.	Ceiling	15x15	
2.	Parda	11x15	
3.	Carpets	5x15	
4.	Table	2.5x5	
5.	Chair	Banquet Chair	
6.	Round Table	4x4	
7.	Sofa	2 Seater	
8.	Green Mat	5x30	
9.	Red Mat	5x30	
10.	Counter Fall	4 Per Table	
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17.	Thakat	6x3	
18.	Sound System		
19.	Generator	62 Kv	
20.	Waiter		
21.	Cartage	Per Truck	

Authorized Signatory
(Signature of the Authorized Person)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL AND FINANCIAL 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 (k) of Tender document		
6.	Financial Bid Undertaking		

