



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

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SECTOR-16 C, DWARKA,
NEW DELHI-110 078
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Notice Inviting e-Tender

GGSIPU/GA//2014-15/

Dated: 20/11/2014

Online tenders for and on behalf of the GGSIPU are invited in two bid system (Technical and Financial) from reputed firms/agencies dealing in tentage, light & sound arrangements for high level functions as per detailed below:-

Name of Work	Tender ID	Estimated Cost of work	EMD (Refundable)	Last date of submission	Bid Opening Date
Providing and Fixing Tentage, Lighting and Sound System on Hire	2014_GGSIP_70701_1	Rs. 12,00,000/-	Rs.60,000/-	01/12/2014 (3:00 p.m.)	01/12/2014 (3:30 p.m.)

Tender documents and other details are available on e-procurement system/portal of Govt. of NCT of Delhi- <https://govtprocurement.delhi.gov.in> for online submission of bid. Original copies of all uploaded documents alongwith EMD in the form of Demand Draft/Bank Cheque/FDR drawn in favour of the Registrar, GGSIP University should be submitted to the Deputy Registrar (General Administration), Room No. 36, B- Wing Administrative Block, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi on or before due date and time.

Sd/- Deputy Registrar,
General Administration

General Administration
Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka

Name of Work: - Providing and Fixing Tentage, Lighting and Sound System on Hire

NOTICE INVITING E-TENDER

Online tenders for and on behalf of the GGSIPU are invited in two bid system (Technical and Financial) from reputed firms/agencies dealing in tentage, light & sound arrangements for high level functions. The estimated cost of the work is Rs. 12 lakh. The general instructions are given here under:-

- (1.)The work involves Providing and Fixing Tentage, Lighting and Sound System on Hire.
- (2.)The time period for execution shall be 3 days from the date of award of work. Successful bidder has to ensure completion of all work one day prior to date of function / ceremony for trial testing. Trial run of all lighting / sound system will be carried out one day prior to the date of function. The function is for one day and payment shall be made for one day.
- (3.)Tender documents completed in all respect must be uploaded on the website <https://govtprocurement.delhi.gov.in> latest by 01/12/2014 at 3:00 PM sharp.
- (4.)The technical bid will be opened on 01/12/2014 at 3:30 PM. by a tender opening committee in the presence of tenderers who wish to be present on the occasion. The tender form (Annexure- 1) should be duly filled & uploaded.
- (5.)The tenderer should quote, rates and amount tendered by him/them in figures as well as in words. Alterations, unless legibly attested by the tenderer, shall disqualify the tender.
- (6.)The tender form shall be duly signed by the tenderer. The forwarding letter should be signed by the tenderer along with quotations.
- (7.)The agencies who fulfill following criteria shall be eligible to apply. Joint ventures are not accepted.
 - i. The experience of the prospective bidder for the last seven years should be as follows :-
 - a. Three similar completed works (each) costing not less than the amount equal to 40% of the estimated cost; or
 - b. Two similar completed works (each) costing not less than the amount equal to 60% of the estimated cost; or
 - c. One similar completed work (each) is costing not less than the amount equal to 80% of the estimated cost.Similar work shall mean “Work of Tentage, Light and Sound at high level function like Foundation Laying Ceremony / Inauguration Ceremony of State Govt. Department / Centre Govt. Department / Public Sector Unit, Convocation of State / Centre Govt. Universities, IITs, IIMs. The completion certificate shall be issued by the rank of officer Executive Engineer or Equivalent.
 - ii. Valid PAN No. issued by Income tax department.

- iii. Valid Service tax No.
- iv. Affidavit to the effect that the firm has not been blacklisted by any Government department in last five years must be filed along with the bid.
- v. To become eligible for opening of price bid, the bidders shall have to furnish an affidavit as under:-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for bidding in GGSIPU in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. (Scanned copy to be uploaded at the time of submission of bid.)

- vi. Power of attorney in favour of signatory in case of partnership firm / company alongwith partnership deed / memorandum of articles of association.

The documents in support of fulfillment of above eligibility shall also be uploaded online.

- (8.) Bidders have to authenticate and scan all the documents specified in the technical bid and upload the same on the aforesaid website.
- (9.) If any information furnished by the selected bidder is found to be incorrect at any time, the tender/contract/agreement is liable to be terminated without any notice and the EMD/Performance Security is liable to be forfeited by the Department. The failure of the successful bidder to comply with the requirements of terms & conditions of contract during the currency of the contract shall also constitute sufficient grounds for the annulment of the contract and forfeiture of Performance Security.
- (10.) Earnest money deposit amounting to Rs. 60,000/- in form of demand draft or pay order or fixed deposit receipt drawn in favour of Registrar, GGSIPU, New Delhi Shall be scanned and uploaded to e-tendering website within the period of tender submission and original should be deposited in office of Dy. Registrar (GA), Admin Block, GGSIPU, Sec 16C, Dwarka, New Delhi in separate envelope marked EMD alongwith copy of the following documents shall also be submitted in hard copy in separate envelope marked as 'other eligibility documents' upto the period of submission.
 - a. Completion certificate if completed works issued by officers of client department of the rank of EE.
 - b. Copy of PAN no.
 - c. Copy of Service Tax Registration.
 - d. Copy of affidavit to the effect that the firm has not been blacklisted by any Government department in last five years.
 - e. Copy of affidavit of not subletting.
 - f. Power of attorney in favour of signatory.
- (11.) The bid submitted become invalid if: -
 - a. The bidder is found ineligible.
 - b. The bidder does not upload all the documents as stipulated in the bid document
 - c. If any discrepancy is noticed between the documents as uploaded at time of submission physically in the office of tender opening authority.
 - d. If the bidder does not submit hard copies of the documents and / or EMD in original

before the last date as notified.

- (12.) Every paper of the tender should be signed by the tenderer along with seal of the Agency/Firm.
- (13.) The tenderer should take care that the number, rate and amount should be written in such a way that interpolation is not possible. No column in the form should be left blank.
- (14.) One party can submit only one proposal. If a party submits or participates in more than one proposal, it shall be disqualified and EMD shall be forfeited.
- (15.) Collusive practices between/among bidders are prohibited and if resorted to, will result in rejection of bids of all such parties.
- (16.) It may be ensured that all facts and figures mentioned in the tender are correct and that the tender fulfils the Department's intended objectives.
- (17.) The successful bidder shall have to submit Performance Security @ 10% of the value of the contract in the form of an Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a commercial bank, in an acceptable form. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder/supplier/contractor including warranty obligations. EMD of successful bidder shall be refunded on receipt of Performance Security.
- (18.) No interest shall be payable on the EMD/Performance Security. The EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.
- (19.) General Administration Department, GGSIPU (hereinafter called Department) will deduct Tax at Source as per Rules, in force from time to time.
- (20.) Registrar, GGSIPU reserves the right to cancel/reject all or any of the tenders, which are not in conformity with the prescribed conditions.
- (21.) Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- (22.) Any act of canvassing on the part of the tenderer to influence anybody in the Department shall entail rejection of his/their tender.
- (23.) The Agency to which the contract is awarded shall work as per instructions of this Department.
- (24.) Tender with conditions shall be summarily rejected.
- (25.) The Agency shall not engage any sub-contractor or transfer the contract wholly or partly to any other person/firm/agency in any manner whatsoever.
- (26.) The quality of tentage, light & sound arrangements made by the Agency will be checked by the Department and agency has to replace all the bad work within the given time frame. In case of non compliance deductions, as decided by Registrar, GGSIPU, proportionate to the damage, will be effected from the bill of the firm. Further, in case of persistent complaints, the firm will be black-listed and the Performance Security deposited by the firm will be forfeited. The tenderer/contractor shall work under the supervision of Registrar, GGSIPU.
- (27.) Material/equipments used should be of superior quality and fire-proof and free of faults, failing which payments could be withheld or deductions as deemed fit by the Department will be made. Further, the firm will be black listed and the security deposited by the firm

will be forfeited. Any loss sustained on account of fire or any other mishappening due to carelessness or substandard quality shall have to be made good by the contractor besides facing criminal/civil consequences at his own risks and costs.

- (28.) Non-execution of order shall be viewed as a breach of contract and Performance Security shall be forfeited in addition to the above.
- (29.) The successful tenderer well in advance will be deemed to have satisfied itself of all the matters affecting the delivery of the supplies. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms of Agreement or otherwise shall be allowed.
- (30.) The articles shall have to be supplied by the time and at the place indicated in the supply/work/allocation orders to be issued from time to time. The transportation charges to and fro of the tentage items, light and sound equipment shall be borne by the Agency. All the payments shall be made through Electronic Fund Transfer (EFT) after deduction of TDS in favour of the Agency and the submission of the bills and satisfactory service provided by the agency. Service tax shall be reimbursed on submission of proof of payment of service tax by the agency for this work. The contractor/bidder /agency should, therefore, supply the details thereof in the relevant column in Annexure–1 of the Notice Inviting Tender.
- (31.) In case of any dispute or difference, the award of the sole Arbitrator appointed by the Vice Chancellor, GGSIPU or his nominee will be final and binding on the parties to the contract and subject to the foregoing, the Court at Delhi/New Delhi only shall have the jurisdiction over the same.
- (32.) Rates should be mentioned as per Annexure–II enclosed. Rates quoted should be including all taxes but excluding service tax which will be reimbursed on production of proof of deposit of service tax duly authorized by chartered accountant.
- (33.) Payment shall be made for only one day i.e. the date of function.
- (34.) The person signing the tender (including the accompanying documents) must clearly indicate in what capacity he has signed.
 - a. If the tender is submitted by an individual, it shall be signed by him with his full name and current business address.
 - b. If the tender is submitted by a sole proprietorship concern, it shall be signed by the proprietor above his full name and the full name and current business address of his concern.
 - c. In case the tender is submitted by a partnership concern, the partner who signs the tender must have the authority (either by virtue of the partnership deed or by virtue of a power of attorney duly executed by all the partners of the firm) to bind the firm/all partners in contracts, including the authority to enter into arbitration agreement on behalf of the firm. Attested copies of the certificate of registration of the firm, the partnership deed or power of attorney duly executed by all the partners of the firm must be enclosed along with the tender.

In case of partnership concerns where no authority to enter into arbitration agreement on behalf of the firm has been conferred, the tender as well as all accompanying documents must be signed by all the partners of the firm above their full names and current address.

If the tender is submitted by a company, it shall be signed by a duly authorized representative of the company and shall be accompanied by the power of

attorney/board resolution for signing the tender along with certified copy of Memorandum & Articles of Association and the current business address of all the Directors of the company.

TENDER FORM FOR MAKING FOR TENTAGE, LIGHT AND SOUND ARRANGEMENTS.

*Affix duly attested
P.P. size
photograph of the
tenderer /
authorized
signatory.*

(1.) *Due date for Tender:* _____

(2.) *Opening time & Date of Tender:* _____

(3.) *Name, Address and contact number of the Firm/Agency:*

(4.) *Name, Designation, Address and Contact No. of authorized person of the Firm/Agency to deal with:*

(5.) *Please specify as to whether*

(a) *Tenderer is sole Proprietor/Partnership firm/Company:*

(b) *Name/Firm/company Name, Address and Telephone/Contact Number:*

(c) *Numbers of Director/Partners:*

(6.) *Self attested copy of Permanent Account Number allotted by Income Tax Department:*
No. _____

(7.) *Self attested copy of Service Tax Number:*
No. _____

(8.) *Detail of Bank's RTGS for Electronic Fund Transfer:*

(9.) *Details of earnest money deposited :*

(a) *Amount Rs. _____ (in figures)*

_____ *(in words)*

(b) *Detail of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee:*

(c) *Date of Issue of the Document mentioned in the above sub-para (b):*

(d) *Name & Address along with phone number of the issuing Authority/Bank :*

(10.) *Detail of experience with regard to making arrangements for Tentage, Light & Sound (With full details of the Client/s serviced. Copies of the performance reports should be attached).*

(11.) *Affidavit to the effect that the firm has not been blacklisted by any Government department must be filed along with the bid.*

(12.) *Affidavit for not subletting.*

(13.) *Any other information:*

(14.) Declaration by the contractor/bidder firm/agency:

(a) This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions and instructions contained herein and undertake myself/ourselves to abide by the said terms and conditions.

(b) The information given above is true and correct to the best of my knowledge and belief.

(Signature & Stamp of Tenderer Firm/Agency)

Name: _____

Designation: _____

Address: _____

Place:

Date:

Phone No.: _____

Mobile No.: _____

Financial Bid

ANNEXURE-II

Schedule of Quantity

Name of Work: - Providing and Fixing Tentage, Lighting and Sound System on Hire

S. No.	Items	Unit	Qty	Rate	Amount (Rs.)
1.	Aluminium Structure Hanger	Sqft	13940.00		
2.	Carpet	Sqft	13940.00		
3.	Temporary State	Sqft	800.00		
4.	Sofa VIP (3 Seater)	nos.	60.00		
5.	Sofa VIP (2 Seater)	nos.	10.00		
6.	Banquet Chair	nos.	550.00		
7.	Chair cover	nos.	550.00		
8.	Side wall	Sqft	20000.00		
9.	Pipe structure with ceiling	Sqft	8100.00		
10.	Carpet for pipe structure pandal	Sqft	8100.00		
11.	VIP chair	nos.	20.00		
12.	Round table with cover	nos.	10.00		
13.	Pedesatal fan	nos.	50.00		
14.	Centre table	nos.	10.00		
15.	Water proofing on bamboo structure	Sqft	1296.00		
16.	Table	nos.	50.00		
17.	Table cover	nos.	20.00		
18.	Stall canopy	Sqft	1080.00		
19.	Carpet for open area	Sqft	7000.00		
20.	Main Gate (For Entrance)	nos.	1.00		
21.	Mobile toilet (Chemical)	nos.	6.00		
22.	Generator 125 KVA	nos.	1.00		
23.	Generator 62 KVA	nos.	1.00		
24.	Halogen light 500 watt	nos.	50.00		
25.	Three way speakers with power amplifier	nos.	2.00		
26.	Speakers 15" 1500watt	nos.	6.00		
27.	Podium microphone	nos.	4.00		
28.	Podium	nos.	2.00		
29.	CD/DVD Recorder	nos.	1.00		
30.	Digital Audio Mixer 48 channel	nos.	1.00		
31.	Hand held microphone	nos.	2.00		
32.	Lapel microphone	nos.	2.00		
33.	Graphic equalizer	nos.	2.00		

34.	Digital display delay	nos.	1.00		
35.	LED Screen 8' x 6' (10 mm)	Sqft	96.00		
36.	DVD Player	nos.	1.00		
37.	Switcher	nos.	1.00		
38.	Digital photographer (Camera)	nos.	1.00		
39.	Centre table with glass top for dias	nos.	8.00		
	Total				