

TENDER DOCUMENT

For

Providing seating and tent arrangement during TWASK 2023 in the college on 16th-17th June, 2023



Last Date of Submission June 12th, 2023

J.N. GOVT. ENGINEERING COLLEGE
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH
Telephones: 01907-267199, 267688. 267632, Fax: 01907-267504
Website: www.jnhec.ac.in



J. N. GOVT.ENGINEERING COLLEGE
SUNDERNAGAR HIMACHAL PRADESH
Telephones: 01907-267199, 267688. 267632, Fax: 01907-267504
Website: www.jngec.ac.in

TENDER

FOR

providing Tent and seating arrangements in the college

BID REFERENCE : JNGEC/SNR/TENDER/02

LAST DATE AND TIME FOR RECEIPT OF BIDS : June 12, 2023, at 12:00 Noon

TIME AND DATE OF OPENING OF BIDS : June 12, 2023, at 02:00 P.M.

**PLACE OF OPENING OF BIDS : J. N. Govt. Engg. College, Sundernagar
Distt. Mandi (H.P.) Pin- 175018.**

**ADDRESS FOR COMMUNICATION : Director-cum-Principal,
J. N. Govt. Engg. College, Sundernagar
Distt. Mandi (H.P.) Pin- 175018.**

INVITATION FOR LIMITED TENDER

Date : 27th June, 2023
Tender No. : HP/JNGEC/STORE/Tender /TWASK-2023/

Director-cum- Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018 invites sealed bids from eligible Suppliers for supply of tent and seating arrangement in respect of TWASK -2023.

Sr. No.	Name & Specification	Earnest Money
1.	Attachment at annexure - "A"	5% (Five percent of total of quoted value per item) In shape of DD in favour of "Director/Principal" JNGEC, Sundernagar

1. The provisions in the Instructions to Suppliers and in the General Conditions of contract are based on the provisions of the Standard tendering Document-Procurement of Goods.

- (a) Price of bidding document (non-refundable) : **500/-**
- (c) Last date and time for Receipt of bid : **June 12, 2023 up to 12. 00 Noon**
- (d) Time and date of Opening of bids : **June 12, 2023 at 02:00 P.M.**
- (e) Place of opening of bids : **J. N. Govt. Engg. College
Sundernagar, Distt. Mandi (H.P.)**
- (f) Address for Communication : **Director-cum-Principal, J. N. Govt. Engg. College
Sundernagar, Distt. Mandi (H.P.)**

2. All bids must be accompanied by a EMD as specified in the bid document and must be delivered to the above office at the date and time indicated above, failing which tender / bid will not be considered.
3. Tenders will be opened in the presence of Suppliers representatives who choose to attend on the specified date and time.
4. In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

INSTRUCTIONS:

1. Clarification of Bidding Documents

1.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by telex or cable or fax at the Purchaser mailing address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives not later than 5 days prior to the dead line for submission of tenders prescribed by the Purchaser. Written copies of the Purchaser's response (including an explanation of query but without identifying the source of inquiry) will be sent to all prospective bidders which have received the bidding documents.

2. Amendment of Bidding Documents

2.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, **modify the bidding documents by amendment.**

2.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by fax or by cable or by college website, and will be binding on them.

2.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

3. Bid Prices

a. The Bidder shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract. Prices indicated on the Price Schedule shall be entered separately in the following manner: The price of the goods, **including all duties and sales and other taxes already paid or payable:**

b. Any Indian duties, sales and other taxes which will be payable on the goods if this contract is awarded.

4. Late Bids

4.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, will be rejected and/or returned unopened to the Supplier.

5. Modification and Withdrawal of Bids

5.1 No bid tender may be modified subsequent to the deadline for submission of tender.

6. Opening of Tender by the Purchaser

6.1 The Purchaser will open all tenders, in the presence of Suppliers' representatives who choose to attend, at **02:00 P.M. on June 12, 2022** and in the following location: **Director/Principal, J. N. Govt. Engg. College Sundernagar, Distt. Mandi (H.P.)**

.The Suppliers' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.

6.2 The Suppliers' Names, tenders modifications or withdrawals, tenders prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

6.3 Tender that are not opened and read out at tenders opening shall not be considered further for evaluation, irrespective of the circumstances.

7. Transportation

7.1 Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within Institute and at the specified venue. Transport to such place of

destination in J. N. Govt. Engg. College, Sundernagar including insurance shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.

8. Payment

- 8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified.
- 8.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the services delivered and performed, and by documents, submitted pursuant to Clause, and upon fulfillment of other obligations stipulated in the contract.
- 8.3 Payment will be released after getting the satisfactory report after completion of the event.

9 Taxes and Duties

- 9.1 Suppliers shall be entirely responsible for all Taxes, Duties, License fees, Octroi, Road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

10 Jurisdiction

- 10.1 All the legal dispute will be settled within the jurisdiction of Sundernagar.

11. Other Conditions

- 11.1** The boarding & lodging and Fooding of the staff should be beard by supplier itself.
- 11.2** If the venue is changed then no extra money is payable to company (Community Hall Jawahar Park, Sundernagar and Govt. Polytechnic Sundernagar.
- 11.3** Tender/Bid will be awarded to the bidder having lowest sum of rates of all items quoted by the bidder.
- 11.4** It is sole responsibility of supplier to take care of items during the event. Any damage caused due to natural calamities will be worn by supplier.
- 11.5.** Conditions and Eligibility Criteria:

(Please attach necessary supporting documents, in bid envelope)

- 1.The bidder should be sole owner of the main item(s)/services to be supplied, however, he may outsource allied facilities to be supplied.
- 2.The bidder should have executed works of similar nature.
- 3.The bidder should have sound financial position.
- 4.The bidder shall have all the statutory registration/ necessary expertise for the execution of the task as stipulated in the specification and scope of work such as GST Registration/PAN card/Any other safety related license essential for the work to be executed as per the tender conditions.
5. All the pages of the tender shall be serially numbered and signed by the tenderer.
6. If the bid is beyond the reasonable marked rate, it shall be out rightly rejected even if it is L-1 and the decision of the Committee, in this regard, shall be final.
7. In case of equal rates of the qualified bidders, the decision will be taken through draw of lots. If it is observed by the Committee or the University administration that any bidder is involved in any unfair trade practices/malpractices, the bidder(s) will be liable to be rejected and appropriate action may be initiated, including blacklisting.

Check List for submission of documents

S.No.	Description	Yes/No	Page No	Remarks (if any)
1.	Whether Tender Fee paid?			
2.	Whether EMD / Tender Fees attached?			
3.	If EMD exempted, Valid Exemption Certificate attached?			
4.	Whether Firm Registration attached?			
5.	Whether GSTIN/PAN certificate attached?			
6.	Any other relevant certification			
7.	Any other General information			

Profile of Firm/Agency

S.No	Particulars	Detail
1.	Name of the Firm/Agency	
3.	Postal Address	
4.	Telephone Nos.	
5.	Email and Website	
6.	Year of Establishment	
7.	Activities/Services offered	
8.	PAN No./ Registration No.	
10.	Particulars of Head of Organization and Directors. Partners of Organization with Names, PAN Nos., Complete address, phone Nos. etc.	
11.	Details of the earlier work executed.	
12.	Other information, if any	

Date:

Place:

Signature of Authorized Signatory and Seal

Terms and Conditions along with Important Instructions:

1. The work is to be executed as per work order given by the College.
2. The selected firm will have to handover the complete foolproof work 24 hours before the start of the event.
3. Dismantling is to be started immediately after completion of event and to be completed at the earliest but not later than one week.
4. Transportation of all items to site and back from site is sole responsibility of the firm.
5. All material should be new and of standard quality and decent looking.
6. All items (Sofa, Chairs/Carpets/tables etc.) should be in good conditions & will be cleaned by agency staff after putting/installing it on appropriate places. Appropriate deductions will be made for the use of poor quality goods.
7. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted/added/modified, if needed.
8. Payment will be made as per actual hired quantities put in use.
9. Rate must be quoted on unit basis (including transportation, labor, installation etc.) including all Taxes (if any) in the price schedule.
10. The agencies are required to see proposed site, understand the work and agree to all the terms and conditions of J.N Government Engineering College Sundernagar as given above.
11. All wirings have to be provided by the firm from the source to venue at the college premises and all the safety parameters must be followed. Proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire. The successful bidder shall be required to make necessary arrangements of fire safety by installing necessary equipment for each type of fire hazards.

12. For any emergency situation, the contractor will provide solution related to his work at no extra cost.

13. All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill.

14. As the Annual cultural fest is the important function of the College, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard will inspect the material to be used before award of work.

15. All works related to this event should compulsorily be completed one day in advance so that any modification/alteration can be made in time.

16. Rates will be compared on the basis of grand total and not on the basis of individual items.

17. All works related to this tender should be completed to entire satisfaction of J.N Government Engineering College, Sundernagar, failing which the College will have the right to cancel the work order, forfeit the earnest money.

18. All precautionary safety measures should be adopted by the agency in erecting hangers, tents, etc. The College shall not be responsible for any mishappening and loss caused due to the negligence of the firm, therefore, agency is required to take the extraordinary care, keeping in view the sanctity of the event.

19. The representatives of the firm should be available on mobile to enable the College to contact them in emergency situation. Therefore, mobile nos. of key persons must also be provided to the College authorities.

20. The vendors may include other items, which have not been listed in the scope of work, at the end of the list. The bidder is therefore advised to see the area and ascertain requirements before submitting the bid.

21. Tenders received without EMD or incomplete tender fee would be rejected.

22. No Advance Payment will be made.

23. Final payment of the firm will be released after successful completion of event and after deducting all Govt. taxes and deductions due to poor quality of work observed during the function.

24. Quantities of various items can be increased or decreased as per the site requirement.

25. In case of receipt of single bid, the college has the right to decide whether the single bid has to be accepted or not. In this matter, decision of the college Authorities shall be final.

In case the bids are beyond the reasonable market rate even after the negotiation, the same shall be outrightly rejected.

26. The bidder shall provide a certificate that the firm has never been blacklisted or debarred due to corrupt and fraudulent and/or poor quality of work by any of the Central/State Government Agencies in the last five years.

27. The tender shall be published on college website also and the firms applying through website or any other means will also be entertained.

“ANNEXURE A”

Seating and Tent Arrangement Specifications

S.No.	Name of Item	Rates per day per item
1	Sofa (10 Seater)	
2	Centre Table with cloth (in front of Sofa)	
3	VIP Chairs	
4	Normal Chairs (PVC)	
5	Matt (5×30 feet on stage and all stairs in the venue)	
6	Parda (rate for 15×12 feet)	
7	Welcome Gate (Decorated)	
8	Kanat for covering sides of the venue	
9	Flash Light for evening function for the venue	
10	Table for catering	
11	Frill for decoration of the venue	
12	Table cloth	
13	Shamiyana	
14.	Carriage (total) if any	
	GST @ extra	

Note – All items mentioned above must include labor charges, fitting charges, loading and unloading charges and all other as no extra payment shall be made.

Name and Signature
(Company Name)

Undertaking

We have seen the proposed site, understood the work and hereby agree to all the terms and conditions of the J.N Government Engineering College, Sundernagar, as given above.

1. Name & signature of Authorized person of agency.
2. Address, Telephone No. Email Address & seal of the Agency.