

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUZ MARG, SECTOR-3, DWARKA
NEW DELHI-110078**

NO.F.84 (438) MOKSHA/2017/DSW/NSIT/

Dated:

NOTICE INVITING QUOTATION

Sealed item rate tenders in two Bid system (Technical Bid and Financial Bid in two separate envelope) are hereby invited on behalf of Board of Governors, NSIT, New Delhi from the agencies fulfilling the eligibility criteria given below for the following services.

Name of Event: - Cultural Festival Moksha-17 in NSIT, Dwarka.

Sub-Head:- Stage & Tent Arrangement for Moksha-17.

Estimated Cost: - Rs. 5, 00,000/-

EMD: Rs. 25,000/- in shape of DD in favor of Director, NSIT along with Quotations as part of Technical Bid.

Time Allowed: 3 days

Schedule of Quantity: As per Annexure A

Terms and Conditions: As per Annexure B.

Eligibility Criteria:

1. The agency must be registered for Service Tax.
2. The agencies must have satisfactorily completed at least one similar event contract in any govt. department/autonomous body/PSU during last five years of value not less than Rs.4 Lakh.

Similar contract means providing Stage & Tent Arrangement

Last Date For Submission Of Tender:

Tenders must reach in the office of the undersigned upto 3pm on 23rd March, 2017. Tender shall be opened on the same day at 3:30 pm in Room No. 001, Admin Block, Sec-3, Dwarka, New Delhi-110078 by the purchase committee.

Documents to be submitted in the Technical Bid:

1. Self-Attested Copy of Service Tax Registration Certificate.
2. Self-Attested Copy of Service Tax return for the period of April- September 2016.
3. Self-Attested Copy of the performance certificate issued by the concerned govt. department/autonomous body/PSU where the bidder carried out similar service contract as required at serial no. 2 of eligibility criteria.
4. Earnest money deposit for an amount of Rs.25,000/- in form of Demand Draft/Pay Order issued by a Scheduled Bank in the favour of Director, NSIT.
5. Acceptance of Terms and Conditions (Annexure-B) signed by the Bidder with seal.
6. Self Attested Copy of PAN card.

Documents to be submitted in the Financial Bid:

1. Duly filled and signed Financial Bid (Annexure-A)

The tender document may be obtained from the Store & Purchase section of NSIT or may be downloaded from www.delhigovt.nic.in or the official website of NSIT www.nsit.ac.in.

Evaluation of Tenders:

Technical Bids: Technical Bids shall be evaluated strictly on the basis of eligibility criteria as prescribed. Any bidder who does not fulfill the provisions of eligibility criteria shall be disqualified.

Financial Bids: Financial Bids shall be opened for only those bidders who qualify the eligibility criteria. The contract shall be awarded to the bidder whose overall tendered amount [aggregate of all the items] is found to be lowest.

Assistant Registrar (S&P)

ANNEXURE-A

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG: SECTOR-3 DWARKA
NEW DELHI -110078

FINANCIAL BID

Name of Event: Cultural Festival Moksha-17 in NSIT Dwarka
Sub-Head: Stage & Tent Arrangement during 29th-31th March 2017

Sl. No.	Description	Quantity	Unit	Rate including taxes and other charges.	Amount
1.	Erection of 6 feet high 48 feet × 40 feet size MAIN STAGE made of M.S. pipes and plywood top strong enough to organize various cultural events over it and also including 6 feet high 20 feet × 8 feet size ramp attached with the stage at MOKSHA GROUND for 3 days i.e. from 29 th to 31 st March, 2017	1 job	Each		
2.	Erection of 4 feet high 40ft × 32ft size 2 nd Stage made of MS pipes for frame and plywood at top and also including erection of 16ft × 8ft size ramp of same height made of MS pipes for frame and plywood at top. The Stage will also consist a 30ft × 10ft size Backdrop made of black cloth on wooden frame for 3 days i.e. from 29 th to 31 st March, 2017	1 job	Each		
3.	Hiring of 300 no. single seated Cushion Chairs for 3 days i.e. from 29 th to 31 st March, 2017	300 no.	Each		
4.	Hiring of 12 no. Two Seaters Sofas for 3 days i.e. from 29 th to 31 st March, 2017	12 no.	Each		

5.	Hiring of 200 no. 6ft.x3ft. Wooden tables with covers and frills for 3 days i.e. from 29th to 31st March, 2017	200 no.	Each		
6.	Erection of 30 no. 9 ^{ft} .High stalls of size 18ft.x18ft. made of MS pipes and fabric in circular with middle High pole for fancy food arena for 3 days i.e. from 29th to 31st March, 2017	30 no.	Each		
7.	Hiring of 50 no. 18ft.x 6ft.Woolen Carpet for 3 days i.e. from 29th to 31st March, 2017	50 no.	Each		
8.	Provision of 20 no. Black Color Large curtains (15ft X 15ft) (for making green rooms) for 3 days i.e. from 29th to 31st March, 2017	20 no.	Each0		
9.	Hiring of 40 no. standard size single Bedding (consisting of one mattress, one bed sheet, one blanket and one pillow) for 3 days i.e. from 29th to 31st March, 2017	40 no.	Each		
10.	Provision of 100 no. 500watt Halogens lights for 3 days i.e. from 29th to 31st March, 2017	100 no.	Each		
11.	Provision of 50 no. 400 watt White lights (metal halide) for 3 days i.e. from 29th to 31st March, 2017	50 no.	Each		
12.	Provision of 50 no. Extension wires and extension boxes for 3 days i.e. from 29th to 31st March, 2017	50 no.	Each		
13.	8ft high 1800 running ft long side walls made up MS pipes and Steel Barricading for	1 job	Each		

	barricading and fencing for 3 days i.e. from 29th to 31st March, 2017				
14.	4 ft high Double Barricading in front of Main Stage with Steel barricading for 3 days i.e. from 29th to 31st March, 2017	1 job	Each		
15.	20 ft long Bamboo barricading for regulating vehicular movement at 5 different locations for 3 days i.e. from 29th to 31st March, 2017	5 no.	Each		
16.	Hiring of 125 KVA Generator for Main Stage and other locations for for 3 days i.e. from 29th to 31st March, 2017 for 8 hours on all the three days including all charges i.e. operator charges and Fuel charges, etc. as stand by arrangement in case there is electricity breakdown in the campus.	1job	Each		

Total= _____

Note: The Rates quoted against each Item shall be for the complete period as mentioned against each Item.

Signature and Stamp of Bidder: _____

Date: _____

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NEW DELHI -110075

TERMS AND CONDITIONS

Name of work: Cultural Festival Moksha-2017 in NSIT Dwarka

Sub-Head: Stage and Tent arrangements for Moksha-17.

1. The prices are net including cartage loading, unloading, service tax etc and nothing extra shall be payable on any account.
2. Any tender with incomplete information or quotes is liable to be cancelled.
3. The quantities in the tender are approximate and may vary depending upon the actual requirement at the time of execution. However any deviation,if required,shall be carried out only after instructions in writing from the Faculty-in-Charge.The payment for such deviations shall be made or deducted at the contract rates.
4. The material shall be of specified quality.
5. Applications without earnest money shall be rejected outrightly.
6. 100% payment shall be made only after satisfactory completion of services.
7. The earnest money deposit of the successful bidder to whom the contract is awarded shall be converted into Performance Guarantee which shall be released only after successful completion of services.
8. If any bidder withdraws his bid after submission of bid, the earnest money deposit of such bidder shall be forfeited absolutely.
9. If the agency fails to provide the service to the satisfaction of the institute such as inferior quality of service or failing in providing the mentioned services in part or full in time, NSIT can impose suitable penalty and in such case decision of Director, NSIT shall be final and binding on the contractor.
10. In case,the service provider to whom the contract is awarded refuses to perform the contractual obligations, the Performance Guarantee of such person shall be forfeited absolutely and such person shall be blacklisted from participation in tenders at NSIT in future.
11. No tools and plants shall be issued by NSIT.
12. Electricity for the scope of work, as per **ANNEXURE-A**, shall be provided by the NSIT free of cost.
13. NSIT reserves the right to cancel the tender and service order in full or part before the date of start and no compensation shall be entertained in such circumstances.
14. All the necessary safety precautions shall be taken while providing services by the service provider.
15. The contractor shall indemnify NSIT against any accident causing any financial loss or injury and/or loss to the contractor or his workmen while providing the services..
16. All installations as given in **ANNEXURE-A** shall be put in order by 11:00 am of 29/03/2017
17. The bidder is advised to visit the campus before quoting the rates to assess the scope of work and site conditions.

18. The Service Provider/ Contractor shall have to remove all his material including advertisement on or before 02/04/2017.
19. The Contractor shall ensure that there is no loss or damage to any NSIT property due to any act of him. Loss, if any, shall be recovered from the Contractor. The decision of the Director,NSIT regarding the calculation of the amount of loss shall be final and binding on both the parties i.e. NSIT and the contractor.

Officer-In-charge (S&P)

I have read all the above-mentioned terms and conditions and accept them and unconditionally for providing the service.

Signature and Stamp of the Bidder: _____
Date: _____