

NOTICE INVITING SHORT TERM/LIMITED TENDER

Sealed Tenders are invited by District Administration Bilaspur, from the individuals/firms/Companies and registered entities for providing GERMAN HANGAR FOR CULTURAL NIGHTS, NALWARI FAIR 2019.

Tender No and Date	BLS-SDM-M.A-3(3)/2019-II
Items to be procured/work to be executed	GERMAN HANGAR FOR CULTURAL NIGHTS ,NALWARI FAIR 2019
Date and Time of Pre-bid meeting	7 th march 2019 at 10:00 am
Date and Time of Submission of Tender Documents	11 th March 2019 at 10:00 am
Date and Time of Opening of Technical Proposal	11 th March 2019 at 1:00 pm
Date and Time of opening of Financial Proposal	11 th March 2019 at 3:00 pm
Venue for the above	SDM Office Bilaspur

Bid documents that do not provide complete information and / or that are submitted after the above specified time shall be rejected.

ELIGIBILITY CRITERIA

- (a) Bidder should be a Specialist in the areas of event management/catering/tent services etc. and should have been in this business at least for last three financial years.
- (b) Only vendors who have prior experience in event management/catering/tent services are eligible to participate in this tender.
- (c) The Bidder shall have registration from the Goods and Service tax & income tax authorities.
- (d) The Bidder should not have been black listed by any State or Central Govt. Institutions or disqualified by any of its clients on account of non-fulfilment of contract for supply/maintenance, malpractices, cheating or any other related issues.
- (e) Tender/Quotations must be enclosed in a properly sealed envelope addressed to the Sub Divisional Officer (Civil) Bilaspur Himachal Pradesh by designation and not by name. The quotations must be superscribed "quotations" for the supply/providing of "GERMAN HANGAR FOR CULTURAL NIGHTS, NALWARI FAIR 2019."

during the year 2019 in State Level Nalwari Fair at Bilaspur Himachal Pradesh. As called for in the Tender Notice dated 5th March 2019.

- (f) The Tenderer is required to submit the tender application in a sealed cover containing two separate envelopes. One envelop shall contain "**Technical Bid**" and second envelop shall contain "**Financial Bid**". The envelopes shall be marked as "**Technical and Financial Bid**". Financial Bid shall be opened of the technically qualified bids only. The financial bids of technically rejected bidders shall not be opened.



1. Technical Bid, i.e. Cover 'A'

Prequalification cover:

The bidder shall furnish, along with the bid, the following in a separate cover, hereinafter called Cover 'A'

- a. Earnest Money Deposit of Rs. 45,000-00 (Rupees Forty five thousand), in the form of Demand Draft/ Bankers Cheque/Bank Guarantee in favour of Sub Divisional Officer (Civil) Sadar, Bilaspur payable at Bilaspur, Himachal Pradesh.
EMD submitted in any other form or bids without EMD shall not be accepted. The EMD of the successful bidder shall be retained till completion of the tender period but shall not carry any interest. If the successful bidder fails to execute the agreement or withdraws his bid within the validity period of the bid, the EMD shall be forfeited. If any entity is specifically exempted from furnishing EMD under any statute/guideline/notification, the copy of the same should be provided along with the bid documents.
- b. The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the tender.
- c. Duly filled in formats as per annexure should be signed by the authorized signatory with name, designation and stamp of the entity.
- d. Details of similar works executed during the last 3 years with summary of work order and performance certificates issued by clients in the specified format.
- e. Works executed for Govt. institutions etc., if any for the last 3 years with copies of work orders and Performance certificates are to be separately highlighted.
- f. Authorization like Power of Attorney or Resolution of the Board for the officer of the company who have signed the tender document and the bid (In case of companies)
- g. Undertaking in the form attached confirming acceptance of all terms and conditions of the tender including special conditions
- h. Catalogue, literature and schematic diagrams (wherever applicable) of the items quoted
- i. Bidder should quote their prices in the scheduled format supplied in this tender form giving the breakup of prices. Tenders received in any other form will not be entertained
- j. Bidder should sign the certificate provided in the tender form "that they have read and understood, all the Terms and Conditions stipulated for in the Tender and are willing to abide by these tender terms and conditions", before submitting the

tender document. Tenders submitted without the Signed declaration certificate will be considered incomplete and will not be considered

- k. Each page of the price bid shall be duly signed by the bidder with official seal.
- l. The Cover 'A' and Cover 'B' shall be separately sealed and both these covers shall be put in another sealed cover super scribed as "**Tender for providing GERMAN HANGAR FOR CULTURAL NIGHTS , NALWARI FAIR 2019.**" in State Level Nalwari fair 2019 at Bilaspur Himachal Pradesh and addressed to Sub Divisional Officer (Civil), Sadar Bilaspur Himachal Pradesh.
- m. The bid prices quoted shall remain valid for a period of three months from the date of award.
- n. The successful bidder, within 3 days of receipt of Purchase/work order, shall be required to submit Performance Security Deposit of 10% of the order value in the form of Bank Guarantee/Demand Draft/Banker Cheque in favor of Sub Divisional Officer (Civil), Sadar Bilaspur Himachal Pradesh. Earnest Money Deposit shall be returned to the successful bidder after furnishing the Security Deposit. The Performance Security shall be returned to the suppliers/service providers on successful completion of contract.
- o. The quantity may increase/decrease as per requirement. The bidder should Quote the price per unit inclusive of all taxes, material cost, labor cost, tool & plants etc against each item mentioned in the list.
- p. The selected bidder will be held responsible for any untoward incidence occurred due to substandard works/faulty electrification etc. and shall be prosecuted as per law.
- q. All disputes arising out of agreement to be executed for the purpose shall only be subject to jurisdiction of Bilaspur, Himachal Pradesh courts.
- r. The authority reserve the right to reject any/all tenders without assigning any reasons thereof.
- s. Bid shall be typewritten and correction, if any, in the bid shall invariably be attested with full signature by the bidder with date, failing which the bid shall be considered ineligible for evaluation. Corrections done with correction fluid shall be rejected.
- t. The rate quoted per unit shall be the landed cost at destination, inclusive of packing, forwarding, **GST**, Entry Tax, Freight, Insurance, Installation / Commissioning etc.

Technical Specification

Night Show (5 days 19.03.19 to 23.03.19)

1. German Hangar (100' x 60')
2. State of Art Stage (40'x20')
3. Chairs 4000 nos. (500 VIP, 3500 ordinary)
4. 25 Nos. best quality sofas
5. Ground light around the venue
6. VIP area- High end matting
7. Normal matting for 100 metres after VIP area
8. Extra 200 chairs and 20 tables
9. Barricading in the VIP Area.
10. Separate galleries for ladies, senior citizens and Persons with disabilities
11. Waterproof cover over VIP area



Annexure 1 - Declaration

Tender No _____

For supply of _____

Sr.No	Particulars	
1	Name of the Bidder	
2	Full Postal Address	
3	Telephone No./Fax No	
4	Email address	
5	Date of incorporation of business	
6	Registration no. & Date	
7	Issued by	
8	Valid till	
9	Item wise supplying capacity	
10	Name of Govt. Departments/ Pvt. Institutions As per enclosure to which the Bidder already supplied the items with quantity, value and supply period	
12	Has the Bidder ever been black listed by any govt. agency? If yes, give details. Are any cases pending in the court related to any supplies? If yes, give details	
13	Does the firm have the adequate facilities for inspection and quality control? Please give details	


Signature, Seal and Address of Bidder

Annexure 2 – Undertaking

Tender enquiry No. _____

For supply of _____

I, _____, _____ on behalf of M/s _____ having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.

The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.

The articles shall be strictly as per specification and of the best quality as per requirement detailed in the RFP. The decision of your Office (Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.

We agree to the conditions of the tender under which the Earnest Money Deposit and Performance Security Deposit shall be forfeited by the purchaser.

We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.

We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.

The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.

We hereby declare that there is no Police /vigilance/CBI or court case pending/ contemplated against us at the moment.

Signature, Seal and Address of Bidder

2. Financial bid

I/We (Name of enterprise) are ready to undertake work as **GERMAN HANGAR FOR CULTURAL NIGHTS ,NALWARI FAIR 2019** as per technical specification elaborated in tender document for rupees..... (Rupees.....)) in words inclusive of all taxes and levies.

Signature, Seal and Address of Bidder

