

SECTION-1  
**Request for Proposal (RFP) for  
Supply of Tentage/Lights Items for Geeta Jayanti Mahotsav 2019**

Additional Deputy Commissioner Office, Kaithal is inviting Technical and Commercial bids for **Supply of Tentage/Lights Items for the celebration of Geeta Jayanti Mahotsav 2019 in District Kaithal from 6<sup>th</sup> to 8<sup>th</sup> December 2019.**

The selected bidder will have to supply the **Tentage/Lights Items as per requirement at Bhai Uday Singh Fort site.** If the selected bidder failed to supply the items in the target date then District Administration, Kaithal will get these from another vendor at the cost of risk of selected bidder. The detailed terms & conditions are mentioned in Section-3 &4.

**PROPOSAL FORMAT AND SUBMISSION PROCEDURE**

Tender is invited for purchase of below mentioned item in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under Commercial Envelope):-

Sr. No	Description of work / Items	EMD to be deposited by Bidder	Tender Document Fee	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Supply of Tentage/ Lights Items for Geeta Jayanti Mahotsav 2019	Rs. 25,000/-	Rs. 0/-	28/11/2019 09.00 Hrs	03/12/2019 11:00 Hrs

Under this process, the Pre-qualification/ Technical bid Application as well as Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

**1 (C) Vender will be required to make demand draft of Rs 25,000 in favor of Additional Deputy Commissioner, Kaithal towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders**

The Bidders can submit their tender documents as per the dates mentioned in the key dates:-

**Key Dates**

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Date &amp; Time</b>
<b>1</b>		<b>Bidder's Stage</b>	<b>Date &amp; Time</b>
		Start Date & Time of Bid Preparation & Submission	28/11/2019 09:00 Hrs
		Expiry Date & Time of Bid Preparation & Submission	03/12/2019 11:00 Hrs
<b>2</b>	<b>Technical Bid Opening</b>		<b>03/12/2019 12:00 Hrs</b>
<b>3</b>	<b>Financial Bid Opening</b>		<b>03/12/2019 12:00 Hrs</b>

<b>S. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Place of opening of Bids	Additional Deputy Commissioner Office, Kaithal
2.	Tender can be downloaded from the Website	<a href="https://kaithal.gov.in">https://kaithal.gov.in</a>

**Important Note:**

- 1) The committee reserves the rights to cancel/reject any/all bids without any reason.
- 2) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall submit the required eligibility & technical documents in the Technical Bid.

**Envelope 2: Financial Bid**

The bidders shall quote the prices in price bid format under Financial Bid.

SECTION-2

**DETAILED SCOPE OF WORK**

The specification for **Tentage/Lights Items for Geeta Jayanti Mahotsav 2019** are as follows:-

<b>Sr.No.</b>	<b>Name of Item</b>	<b>Approximate requirement</b>	<b>Sample Required</b>
1	Ceiling	As per Requirement	--
2.	Parde	-do-	--
3.	Chair	-do-	--
4.	Table		
5.	Gate	-do-	--
6.	Stage	-do-	--
7.	Sofa	-do-	--
8.	Water Proof Pandal	-do-	--
9.	Side Cover	-do-	--
10.	Table Top	-do-	--
11.	Carpet	-do-	--
12.	Halogen Light	-do-	--
13.	Led Light	-do-	--
14.	Ladi Light	-do-	--

SECTION-3

**ELIGIBILITY CRITERIA**

To qualify for submission of the bid, each Service Provider should meet all of the following pre-qualification criteria. Any Sub –Contracting shall not be allowed.

1. Agency shall have to provide PAN CARD, GST, Firm Detail, Mobile No, and Email ID.
2. Vendor should be existence since last 3 years. Submit relevant proof.

SECTION-4

Commercial Bid Format

**Tentage/Lights Items for Geeta Jayanti Mahotsav**

The bidder should quote prices as per following schedule.

Sr. No	Name of Item	unit	Rate Without GST
1	Ceiling		
2.	Parde		
3.	Chair		
4.	Table		
5.	Gate		
6.	Stage		
7.	Sofa		
8.	Water Proof Pandal		
9.	Side Cover		
10.	Table Top		
11.	Carpet		
12.	Halogen Light		
13.	Led Light		
14.	Ladi Light		

**Note:**

The rates quoted should be inclusive of all taxes, charges, duties, supply cost etc, **except GST** as applicable on the date of billing. No transport charges will be borne by this office.

**Terms & Conditions:-**

1. Agency shall have to provide PAN CARD, GST, Firm Detail, Mobile No, and Email ID.

2. The Material supplied shall be as per specifications mentioned in BOQ/DNIT.
3. All the Technical documents and the EMD fees (in the form of Demand Draft) shall be deposited in the office of Additional Deputy Commissioner office, Kaithal or or District Information & Public Relation Office, Kaithal, by 11:00 AM on 03-12-2019, otherwise the bid shall not be considered.
4. Agency has to ensure the quality of Items.
5. The Detailed Tender Notice and Tender Document can be seen/downloaded from Kaithal website: <https://kaithal.gov.in> .
6. For any other queries, Additional Deputy Commissioner office, Kaithal or District Information & Public Relation Office, Kaithal may be contacted on Tel No. 01746-234203, 01746-235447
7. The Additional Deputy Commissioner, Kaithal reserves the right to reject or accept any tender in full or part even without assigning any reason.
8. Agency should be quoted Item wise rate as per detailed BOQ/DNIT.
9. The Agency shall have to submit his email address as well as postal address with Mobile No. along with technical bid.
10. The Financial Bid shall be opened for the qualifying agency only.
11. Payment of Tentage will be made for the day when the Tentage is being used .
12. All disputes will be settled under the jurisdiction of Deputy Commissioner, Kaithal only.
13. Nos of Tent Items will be increased / decreased without giving any advance notice.