

NIELIT Regional Office, PATNA

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Notice inviting quotation for Tent, Decoration and Catering arrangement for Foundation Stone Laying Ceremony at Bihta, Patna (Bihar)

Limited Tender Enquiry No.	: NIELIT/PATNA/TENDER/2013/01
Tender Document for	: Quotation for Tent, Decoration and Catering Arrangement for Foundation Stone Laying Ceremony at Bihta, Patna (Bihar)
Date of Issue of Tender Documents	: 10/01/2013
Last date and time of submission	: 17/01/2013 at 3:30 PM
Date and time of opening of Tender	: 17/01/2013 at 4:00 PM

Quotations are invited from intending service providers / suppliers upto 15:30 hours on or before 17 January 2013 for supplying the following items as per Annexure-I:

S.No.	Particulars	Quantity Required
01.	Tent, Decoration and Catering Arrangement for Foundation Stone Laying Ceremony as given in Annexure below. The date of function is on 22 January 2013. (Date of Programme may be changed. Change in the date of programme will be intimated to successful bidder well in advance)	As per Annexure-I

Format for Submission of Quotation

Name of the Firm:

Rates quoted are as under:

Entry Gate and Other Decoration:

Description of Work	Total Cost
Two Entry Gate as per following details: 1. Entry Gate (ToranDwar) on Metallic Frame at Approach Road to new Campus of NIELIT at Bihta Patna. 2. Entry Gate (ToranDwar) near Main Gate Each Entry Gate (ToranDwar) will have flex right on Top and sides will be of clothes with combination of White and Blue cloth.	
Flags at a distance of every 15 ft. starting from Main Gate on both sides in 1.5 inch to 2 inch die pipe, Pipe height 20-25 ft., Flag size – 1.5 ft. X 5 ft., up to tent.	

Stage and Tent (Approx. 10,000 Sqft including stage):

S.No	Item	Quantity	Total Cost
1.	Stage – Size: 40' x 20'	800 Sq ft	
2.	Red Carpet New for Stage	1000 Sq ft	
3.	Back Drop	30'x10' (Tentative)	
4.	Podium both sides	02	
5.	Seating for persons on dais (Good Quality Chairs with White covers)	08 Persons	
6.	Flower decoration on Dias	-	
7.	Flower Decoration stage front border	-	
8.	Lighting Lamp	01	
9.	Saraswati Idol	01	
	Tent		
1.	Ceiling - White (New & Water proof)	10,000 Sqft (approx.)	
2.	Seating arrangement with white covers	400 persons	

	(both sides)		
3.	Sofas for 50 persons	3 Seater , 2 rows	
4.	Sides- White with Blue Chunnat	As per requirement	
5.	Entry/Exit Gates of tents	04	
6.	Carpeting for entire area excluding Stage in (Green) Brand New carpet	9000 Sqft approx	
7.	Passage Red carpet (Brand New)	1800 Sqft	
8.	Generator 125 KVA	01	
9.	Pots with live plants	300 nos	

Catering and Other Arrangements:

Description of Work	Total Cost
<p><u>Catering</u></p> <ol style="list-style-type: none"> 1. High Tea for few persons with suitable arrangements for VVIPs and others 2. Snacks (Menu details to be supplied) for 500 persons 3. Required crockery. 4. Drinking water arrangement for 500 persons with disposable glasses. 	
<p><u>Dining Space</u></p> <ol style="list-style-type: none"> 1. Separate covered area for VVIPs (50 persons with chairs, centre table etc.) 	
<p><u>Sound System</u></p> <ol style="list-style-type: none"> 1. Good quality Public Address system with cordless mikes & wired mikes. 	
<p><u>Other Facilities</u></p> <ol style="list-style-type: none"> 1. Decoration on Gate. 2. Welcome note on Gate. 3. Bouquet - Grand size 15 Nos. for Chairman, Chief Guest and other dignitaries. 	

<ol style="list-style-type: none">4. Water glasses, Coasters, etc for tables on the stage.5. VIP Washroom – 01.6. Fire & Safety Arrangements.7. Security Guards - Extra 15 Security guards.	
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Note: The tender envelops should be marked with “Quotation for Tent, Decoration and Catering Arrangement for Foundation Stone Laying Ceremony at NIELIT Regional Office, Patna”.

1. The Bids will be opened on the same day (last date of submission of tender) in the presence of vendors or their authorized representatives. Bids shall be opened only in respect of eligible tenders on the same day or alternate date to be notified on the day of opening of technical tender.
2. Tender document will be rejected if it is incomplete/not properly filled/received as per annexure after the due date.

Terms and Conditions for Tent, Decoration and Catering Arrangement for Foundation Stone Laying Ceremony of NIELIT, Regional office, Patna

1. The quotation should be addressed to Director, NIELIT-REGIONAL OFFICE, PATNA.
2. **The applying agency must have the experience of conducting similar task for at State/National/international level.**
3. **Date of Programme may be changed.** It will be informed well in advance to successful bidder. Bidder has to supply the material on modified date of programme.
4. Rate quoted should be valid for three months from date of quotation.
5. The supply of material should be of standard specification. No compromise on quality would be made. In case, it is found at some stage that the quality supplied is inferior, the contract will be cancelled and firm black listed.
6. Rates should be quoted item wise for the articles. **Any Item may be added or deleted from the list of items.**
7. **Tender will be evaluated on total cost basis. Rate of individual item will not be considered for evaluation of proposals.**
8. The rates of tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes
9. **Delivery:**
The supplier will be responsible for delivery of the goods in good condition and installation at their own risk and cost at the location of the function.
10. The supplier has to supply and install the items well before i.e. one day in advance of the ceremony date.
11. **Right Reserved by the Institute:** The institute reserves the right to accept or reject any tender or part thereof without assigning any reasons.
12. The material should be delivered and installed at Bihta, New Campus of NIELIT, Regional office, Patna. Transportation, Installation, and any other charges, if any, will be borne by the supplier.
13. **Payment:** Payment will be made in Indian rupees only through account payee cheque within reasonable time i.e. 30 days from the receipt of the consignment, if the items are in good condition and there are no discrepancies of any nature.
14. **Sub-letting of the Contract:** The successful applicants shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order.
15. **Arbitration:** All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Director, NIELIT-REGIONAL OFFICE, PATNA. Jurisdiction for all arbitration cases or legal cases shall be Patna courts only.
16. The institute reserves the right to accept or reject any bid fully or partly at any time prior to the award of the contract.

I agree to all the terms and conditions mentioned in the bid document of the Institute

IMPORTANT NOTICE

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders.

Conditional quotations are liable to be rejected. The institute will process the tender as per the NIELIT, Regional office, Patna standard procedures. The Director of the Institute reserves the right to reject any or all or part of bid without assigning any reason and shall also not to be bound to given any clarifications to the agencies whose bids are rejected.

Date:

Signature of Tenderer with Seal