



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA,
NEW DELHI-110 078
Tel. No. 011-25302138/139

Notice Inviting e-Tender

GGSIPU/GA/12th Convocation/2016

Dated:

Online tender for and on behalf of Registrar, GGSIPU are invited in two bid system (Technical and Financial) from reputed firms/agencies dealing in arrangement of Tentage, Lighting, LED Screens, PA system and making Flower Decoration arrangements for high level functions in gracious presence of Hon'ble President/Vice President/Lt. Governor as per detailed below:-

Name of Work	Tender ID	Estimated Cost of work	EMD (Refundable)	Last date of Submission of Bid	Bid Opening Date
Hiring of Tentage, Lighting, LED Screens, PA system and making Flower Decoration arrangements for 12th Convocation of GGSIPU at Sector-16C, Dwarka, New Delhi - 110078	2016_GGSIP_117455_1	Rs. 11,60,000/-	Rs.58,000/-	23.11.2016 (11:00 a.m.)	23.11.2016 (11:30 a.m.)

Tender documents and other details are available on e-procurement system/portal of Govt. of NCT of Delhi- <https://govtprocurement.delhi.gov.in> for online submission of bid. Original copies (hard copies) of all uploaded documents alongwith EMD in the form of Demand Draft/Pay Order/FDR drawn in favour of the Registrar, GGSIP University should be submitted to the Deputy Registrar (General Administration), Room No. 36, B- Wing Administrative Block, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi on or before due date and time.

Sd/-
Deputy Registrar
General Administration



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA,
NEW DELHI-110 078
Tel. No. 011-25302138/139

NOTICE INVITING E-TENDER

Online tenders for and on behalf of the GGSIPU are invited in two bid system (Technical and Financial) from reputed firms/agencies dealing in arrangement of Tentage, Lighting, LED Screens, PA system and making Flower Decoration arrangements for high level functions in gracious presence of Hon'ble President/Vice President/Lt. Governor for the following work.

Name of Work	:	Hiring of Tentage, Lighting, LED Screens, PA system and making Flower Decoration arrangements for 12th Convocation of GGSIPU at Sector 16C, Dwarka, New Delhi- 110078
Estimated Cost of work	:	Rs. 11,60,000/-
Time period for execution	:	3 days
Last Date of Submission of bids	:	23.11.2016 upto 11:00 AM
Last Date and Time of opening of technical bids	:	23.11.2016 at 11:30 AM
Last Date and Time upto which EMD and other documents can be submitted in O/o GA	:	23.11.2016 upto 11:00 AM

The general instructions are given here under:-

- (1) The work involves Hiring of Tentage, Lighting, LED Screens, PA system and making Flower Decoration arrangements.
- (2) The agencies who fulfill following criteria shall be eligible to apply. Joint ventures are not accepted.
 - i. Should have satisfactorily completed the works as mentioned below during last seven years ending last day of receipt of tender:-
Three similar work each costing not less Rs. 4,64,000/- or Two similar works each costing not less than Rs. 6,96,000/- or One similar work costing not less than Rs. 9,28,000/-.

The value of executed work shall be brought to current costing level by enhancing the completion value of work at simple rate of 7% per annum calculated from date of completion upto last date of submission.

Similar work shall mean "Work of Tentage and Lighting or Tentage and PA System at high level function like Foundation Laying Ceremony / Inauguration Ceremony/ Convocation / Cultural Festival / Sports Function of State Govt. Department / Centre Govt. Department / Public Sector Unit, Convocation / Cultural Festival / Sports Function of State / Centre Govt. Universities, IITs, IIMs. Copy of completion / performance certificate issued by the officer of client department of the rank of

Executive Engineer or equivalent will have to be submitted Completion / Performance certificate must indicate date of completion, nature of work (to establish similar nature of work), name and address of client, value (completion) of work.

ii. Valid PAN No. issued by Income tax department.

iii. Valid Service Tax No.

iv. Affidavit to the effect that the firm was not blacklisted in any Government department in last five years must be filed along with the bid.

v. To become eligible for opening of price bid, the bidders shall have to furnish an affidavit as under:-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for bidding in GGSIPU in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. (Scanned copy to be uploaded at the time of submission of bid.)

vi. Power of attorney in favour of signatory in case of partnership firm / company alongwith partnership deed / memorandum of articles of association.

- (3) The time period for execution shall be 3 days from the date of award of work. Successful bidder has to ensure completion of all work one day prior to date of function / ceremony upto 2:00 PM for rehearsal / trial testing. Trial run of all lighting system will be carried out one day prior to the date of function Rate shall be inclusive of the above and payment shall be made for one day only.
- (4) Tender documents completed in all respect must be uploaded on the website <https://govtprocurement.delhi.gov.in> latest by 23.11.2016 upto 11:00 AM sharp.
- (5) The technical bid will be opened on 23.11.2016 at 11:30 AM by a tender opening committee in the presence of tenderers who wish to be present on the occasion. The tender form (Annexure– 1) should be duly filled & uploaded.
- (6) The tenderer should quote, rates and amount tendered by him/them in figures as well as in words. Alterations, unless legibly attested by the tenderer, shall disqualify the tender.
- (7) The tender form shall be duly signed by the tenderer. The forwarding letter should be signed by the tenderer along with quotations.
- (8) Bidders have to authenticate and scan all the documents specified in the technical bid and upload the same on the aforesaid website.
- (9) If any information furnished by the selected bidder is found to be incorrect at any time, the tender/contract/agreement is liable to be terminated without any notice and the EMD/Performance Security is liable to be forfeited by the Department. The failure of the successful bidder to comply with the requirements of terms & conditions of contract during the currency of the contract shall also constitute sufficient grounds for the annulment of the contract and forfeiture of Performance Security.
- (10) Earnest money deposit amounting to Rs. 58,000/- in form of demand draft or pay order or fixed deposit receipt drawn in favour of Registrar, GGSIPU, New Delhi Shall be scanned and uploaded to e-tendering website within the period of tender submission and

original should be deposited in office of Dy. Registrar (GA), Admin Block, GGSIPU, Sec 16C, Dwarka, New Delhi in separate envelope marked EMD alongwith copy of the following documents shall also be submitted in hard copy in separate envelope marked as 'other eligibility documents' upto the period of submission.

- a. Performance certificate of completed works issued by officers of client department of the rank of EE or equivalent
- b. Copy of PAN no.
- c. Copy of Service Tax Registration.
- d. Copy of affidavit to the effect that the firm was not blacklisted in any Government department in last five years.
- e. Copy of affidavit of not subletting.
- f. Power of attorney in favour of signatory.

Note: The performance certificate of past experience should clearly indicate nature of work, date of completion, completed value etc. to establish eligibility criteria. Wherever required additional details in form of schedule of quantity, work order etc. may also be attached to establish eligibility.

- (11) The bid submitted become invalid if: -
 - a. The bidder is found ineligible.
 - b. The bidder does not upload all the documents as stipulated in the bid document
 - c. If any discrepancy is noticed between the documents as uploaded at time of submission physically in the office of tender opening authority.
 - d. If the bidder does not submit hard copies of the documents and / or EMD in original before the last date as notified.
- (12) The validity of bid is one year.
- (13) Every paper of the tender should be signed by the tenderer along with seal of the Agency/Firm.
- (14) The tenderer should take care that the number, rate and amount should be written in such a way that interpolation is not possible. No column in the form should be left blank.
- (15) One party can submit only one proposal. If a party submits or participates in more than one proposal, it shall be disqualified and EMD shall be forfeited.
- (16) Collusive practices between/among bidders are prohibited and if resorted to, will result in rejection of bids of all such parties.
- (17) It may be ensured that all facts and figures mentioned in the tender are correct and that the tender fulfill the Department's intended objectives.
- (18) The successful bidder shall have to submit Performance Security @ 10% of the value of the contract in the form of an Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a commercial bank, in an acceptable form. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder/supplier/contractor including warranty obligations. EMD of successful bidder shall be refunded on receipt of Performance Security.

- (19) No interest shall be payable on the EMD/Performance Security. The EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect with in the period of validity of its tender.
- (20) General Administration Department, GGSIPU (hereinafter called Department) will deduct Tax at Source as per Rules, in force from time to time.
- (21) Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- (22) Any act of canvassing on the part of the tenderer to influence anybody in the Department shall entail rejection of his/their tender.
- (23) The Agency to which the contract is awarded shall work as per instructions of this Department.
- (24) Tender with conditions shall be summarily rejected.
- (25) The Agency shall not engage any sub-contractor or transfer the contract wholly or partly to any other person/firm/agency in any manner whatsoever.
- (26) The quality of Tentage, Lighting, LED Screens, PA system and Flower Decoration arrangements made by the Agency will be checked by the Department and agency has to replace all the bad work within the given time frame .Incase of non compliance deductions, as decided by Registrar, GGSIPU, proportionate to the damage, will be effected from the bill of the firm. Further, in case of persistent complaints, the firm will be black-listed and the Performance Security deposited by the firm will be forfeited. The tenderer/contractor shall work under the supervision of Registrar, GGSIPU.
- (27) Material/equipments used should be of superior quality and fire-proof and free of faults, failing which payments could be withheld or deductions as deemed fit by the Department will be made. Further, the firm will be black listed and the security deposited by the firm will be forfeited. Any loss sustained on account of fire or any other mishappening due to carelessness or substandard quality shall have to be made good by the contractor besides facing criminal/civil consequences at his own risks and costs.
- (28) Non-execution of order shall be viewed as a breach of contract and Performance Security shall be forfeited in addition to the above.
- (29) The successful tenderer well in advance will be deemed to have satisfied itself of all the matters affecting the delivery of the supplies. No extra charges incurred as a consequence of wrong delivery, misconstruction of the terms of Agreement or otherwise shall be allowed.
- (30) The articles shall have to be supplied by the time and at the place indicated in the supply/work/allocation orders to be issued from time to time. The transportation charges to and from of the tentage items, lighting equipment, LED Screen and PA system shall be borne by the Agency.

- (31) All the payments shall be made through Electronic Fund Transfer (EFT) after deduction of TDS in favour of the Agency and the submission of the bills and satisfactory service provided by the agency. Service tax shall be reimbursed on submission of proof of payment of service tax by the agency for this work. The contractor/bidder /agency should, therefore, supply the details thereof in the relevant column in Annexure-1 of the Notice Inviting Tender.
- (32) In case of any dispute or difference, the award of the sole Arbitrator appointed by the Vice Chancellor, GGSIPU or his nominee will be final and binding on the parties to the contract and subject to the foregoing, the Court at Delhi/New Delhi only shall have the jurisdiction over the same.
- (33) Rates should be mentioned as per Annexure-II enclosed. Rates quoted should be including all taxes but excluding service tax which will be reimbursed on production of proof of deposit of service tax duly authorized by chartered accountant.
- (34) Payment shall be made for only one day i.e. the date of function.
- (35) The person signing the tender (including the accompanying documents) must clearly indicate in what capacity he has signed.
- a. If the tender is submitted by an individual, it shall be signed by him with his full name and current business address.
 - b. If the tender is submitted by a sole proprietorship concern, it shall be signed by the proprietor above his full name and the full name and current business address of his concern.
 - c. In case the tender is submitted by a partnership concern, the partner who signs the tender must have the authority (either by virtue of the partnership deed or by virtue of a power of attorney duly executed by all the partners of the firm) to bind the firm/all partners in contracts, including the authority to enter into arbitration agreement on behalf of the firm. Attested copies of the certificate of registration of the firm, the partnership deed or power of attorney duly executed by all the partners of the firm must be enclosed along with the tender.
- In case of partnership concerns where no authority to enter into arbitration agreement on behalf of the firm has been conferred, the tender as well as all accompanying documents must be signed by all the partners of the firm above their full names and current address.
- If the tender is submitted by a company, it shall be signed by a duly authorized representative of the company and shall be accompanied by the power of attorney/board resolution for signing the tender along with certified copy of Memorandum & Articles of Association and the current business address of all the Directors of the company.
- (36) University reserves the right to reduce or increase the Scope of Work including but not limited to Schedule of Quantity and agency has to execute the work in accordance with direction of University. Nothing extra shall be payable on this account.
- (37) The agency will get theme of flower decoration arrangements including type, size of flower / pots to be placed inside and outside the pandal area approved from the University before actual execution.

Special Conditions

1. The contractor shall be responsible for watch and ward of all the works, equipment and various materials. Agency shall take necessary steps including insurance for safeguarding its equipment, tentage etc. against any damage due to any reason. No claim on this account shall be entertained by University.
2. Agency shall provide original CD of recording at all the locations where video recording has been specified in scope of work. Cost of same is deemed to be included in the rates quoted by the agency.
3. All required fire safety measures shall be taken by the agency including provision of fire extinguishers etc. Any damage on this account shall be sole responsibility of the agency.
4. Agency shall be fully responsible for its acts and acts of its sub-agencies and indemnify the University against any losses, compensation to its workmen, sub agency workmen or any third party.
5. Agency shall ensure that stage / shamiana / truss structure etc are structurally safe for the usage. All structural members including top wooden board shall be firmly secured with line and level to ensure safe performance. Any mishappening on this account shall be sole responsibility of the agency.
6. All material, labour, transportation, incidental expenses, insurance, required peripheral works, storage of equipment, safety , manpower required for operation of equipment, required wiring / cabling etc deemed to be included in the rates quoted by the agency. No claim, whatsoever, shall be entertained in this account.
7. Agency shall ensure that all wires, cables are properly secured, joints properly insulated and cables of required size are installed so as to avoid any mishappening. No temporary arrangement with loose connections, open joints shall be made. Agency shall arrange required cables, wires, change over etc for tapping the electricity from the designated tapping locations in the University. Nothing extra shall be paid on this account.
8. The bidder or his authorized representative should always be available at the site of work to take instructions from officer in charge, and ensure proper execution of work. No work shall commence in the absence of contractor's representative and they shall certify in writing about the correctness of layout alignment and shall ensure stability of all structural work such as partition panel/electricity panel and other related items.
9. The contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants of adjacent properties and to the public in general and to prevent any damage to such properties and any pollution of environment and waterways. He shall make good at his own cost and to the satisfaction of the officer-in-Charge, any damage to public or private property whatsoever caused by the execution of the work or by traffic brought thereon by the contractor. Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the occupants/users of adjoining buildings.
10. Agency shall obtain all required permissions from the local statutory authorities required for this work. All associated activities required for obtaining necessary clearances, permissions,

approvals, all licenses etc. as required from all concerned authorities in respect of installation and commissioning shall be the responsibility of the contractor, the cost for which shall be deemed to be included in the rates.

11. The contractor shall be bound to follow the instruction and restrictions imposed by the Administration / Police authorities on the working and movement of labour / material /vehicles etc. and nothing extra shall be paid on this account.
12. The successful bidder to whom work is awarded shall ensure that the tentage, lighting, LED screens & PA system etc. is safe for use of public and issue following certificate:
 - (a) Certificate of Structural stability of building/dais/Pandal/Sofa by a Govt. Engineer.
 - (b) Certificate of Structural stability of the iron structures of light, trusses, speakers etc.
 - (c) Certificate of the firefighting arrangements and installation of sufficient number of fire extinguishers.
 - (d) Certificate of fitness of installation of electrical wiring circuit etc. and it may be ensured that there are no loose wire and all the wire and all the joints are properly taped.
 - (e) Certificate of fitness of false ceiling.
 - (f) Certificate of fitness/stability of all the hanging fixture, light, back drops, signages, PA systems, speakers console, media tiered stand, trusses etc.
 - (g) It should be ensured that all cables (electrical, audio, media) will be duly installed and covered under mat after properly fixing tag on each cable. No loose end/joint is left in the cabling to avoid any short circuit.

**Tender Form of Tentage, Lighting, LED Screens, PA system and making
Flower Decoration arrangements**

Affix duly attested
P.P. size
photograph of the
tenderer/authorized
signatory

(1) Due date for Tender: _____

(2) Opening time & Date of Tender: _____

(3) Name, Address and contact number of the Firm/Agency:

(4) Name, Designation, Address and Contact No. of authorized person of the Firm/Agency to deal with:

(5) Please specify as to whether

(a) Tenderer is sole Proprietor/Partnership firm/Company:

(b) Name/Firm/company Name, Address and Telephone/Contact Number:

(c) Numbers of Director/Partners: Affix duly attested P.P. size photograph of the tenderer / authorized signatory.

(6) Self attested copy of Permanent Account Number allotted by Income Tax Department :

(7) Self attested copy of Service Tax Number:

(8) Detail of Bank's RTGS for Electronic Fund Transfer:

(9) Details of earnest money deposited :

(a) Amount Rs. _____ (in figures)

_____ (in words)

(b) Detail of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee:

(c) Date of Issue of the Document mentioned in the above sub-para (b):

(d) Name & Address along with phone number of the issuing Authority/Bank :

(10) Detail of experience with regard to making arrangements of Tentage, Lighting, LED Screens, PA system and making Flower Decoration arrangements (With full details of the Client/s serviced. Copies of the performance reports should be attached).

(11) Affidavit to the effect that the firm was not blacklisted in any Government department must be filed along with the bid.

(12) Affidavit for not subletting.

(13) Any other information:

(14) Declaration by the contractor/bidder firm/agency:

(a) This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions and instructions contained herein and undertake myself/ourselves to abide by the said terms and conditions.

(b) The information given above is true and correct to the best of my knowledge and belief.

(Signature & Stamp of Tenderer Firm/Agency)

Name: _____

Designation: _____

Address: _____

Place:

Date:

Phone No.: _____

Mobile No.: _____

Schedule of Quantity

Name of Work: - Hiring of Tentage, Lighting, LED Screens, PA system and making Flower Decoration arrangements

S. No.	Description of work	Unit	Qty	Rate (Rs./Unit)	Amount in Rs.
1.	Providing and Fixing water proof Aluminium Structure with vertical posts, truss / arch system purlins, horizontal and inclined bracing properly designed as structurally safe including erection, fixing in safe manner and covering on top and sides with special waterproof cloth complete as required and as directed (Aluminium hangers) – span of structure not less than 1 lpprox.. 80 ft.	Sq.ft.	20000		
2.	Providing and laying Carpet as per direction of office in-charge.	Sq.ft.	34500		
3.	Providing and fixing temporary stage with top panels of ply fixed on suitable and safe base frame duly fixed on scaffolding of pipe structure in line and structurally safe level as per approved height complete with 4 nos. 5' feet wide staircases.	Sq.ft.	3200		
4.	Providing and laying Sofa VIP as per direction of office in-charge.	Seats	100		
5.	Providing and laying Banquet Chair with cover as per direction of office in-charge.	Nos.	750		
6.	Providing and fixing Side wall 15' height with white cloth (neat and clean) duly fixed on pipe structure, as directed.	Sq.ft.	5000		
7.	Providing and fixing Stall Canopy of aluminium pipe structure with waterproof cloth covering on top and sides as directed.	Sq.ft.	3228		
8.	Providing and laying VVIP Chair for Dias as per direction of office in-charge.	Nos.	8		
9.	Providing and laying Round table with cover as per direction of office in-charge.	Nos.	10		
10.	Providing and fixing Pedestal fan including required wirings of suitable size complete as required and as per direction of office incharge.	Sq.ft.	5		
11.	Providing and laying Centre table as per direction of office in-charge.	Nos.	10		

12.	Providing and fixing Pipe structure with side covering and ceiling of neat & clean cloth as per direction in approved layout.	Sq.ft.	14000		
13.	Water proofing of pipe structure with tarpolein duly laid on bamboo structure as required.	Sq.ft.	3171		
14.	Providing and laying Table as per direction of office in-charge.	Nos.	60		
15.	Providing and laying Table cover including frill as per direction of office in-charge.	Nos.	60		
16.	Providing and laying Carpet for open area as per direction of office in-charge.	Sq.ft.	8500		
17.	Providing and fixing Main Gate (For Entrance) made of wooden plank duly covered with cotton cloth in approved design as per direction of office in-charge.	Nos.	1		
18.	Providing and fixing Mobile chemical toilet (water closet) in hygienic / clean condition including liquid soap dispenser and attendant (two for 8 toilet) for cleaning etc.	Nos.	8		
19.	Providing and fixing 100 watt Metal halide light fitting including wiring with suitable size, PVC insulated PVC sheathed cable including making connection as required.	Nos.	150		
20.	Providing and fixing air conditioners of 3.5 ton as required	Nos.	5		
21.	Partition on bamboo structure as required	Sq.ft.	1200		
22.	Providing and fixing DG set of suitable capacity with acoustic enclosure including all wiring/cables/chargers/switches etc. according to the load of electrical fittings/AC/LED screens/PA system etc. Standby DG set should also be arranged for each number of DG Set Separate DG set shall be provided for PA System and electrical fittings as per directions of officer-in-charge Provision for standby and Diesel required for running DG set including standby is included in the rate quoted.	Nos.	1		
23.	Line array speakers 750 watt with power amplifier (VRX932LA JBL or equivalent) including truss etc.	Nos.	8		

24.	Bass Speakers 2000 watt (SRX Bass Bins-728 JBL or equivalent)	Nos.	4		
25.	Stage monitor / front fill speaker 800 watt(VRX Monitor 915 or equivalent)	Nos.	4		
26.	Single speaker 1200 watt (SRX TOP-725 JBL or equivalent)	Nos.	4		
27.	Big stand with mike	Nos.	4		
28.	Podium microphone	Nos.	4		
29.	Digital Audio Mixer 32 channel	Nos.	1		
30.	Hand held microphone (cordless)	Nos.	4		
31.	Lapel microphone (cordless)	Nos.	2		
32.	Graphic equalizer / DJ console	Nos.	2		
33.	LED Screen 8'X 6' (10 mm)	Sq.ft.	96		
34.	Digital display delay	Nos.	1		
35.	Switcher	Nos.	1		
36.	Digital photographer (Camera)	Nos.	1		
37.	Car calling system for parking area comprising of speaker/ horn (Truss), calling set, operator	Each set	2		
38.	Decoration of front face of stage of size 70ft x 2 ft (approx) with cut flowers (Glide, Zerbra and like flowers) as per the direction of the Committee.	Job	1		
39.	Decoration of front and side faces of dias of size 24 ft x 2'6" x 2'6" with English roses and cut flowering of white rajnigandha and like flowers as per the direction of the Committee.	Job	1		
40.	Decoration of back side of the stage along backdrop in 30' width in garden style with chrysanthemum and cut flowering of gladiolus and like flowers as per the direction of the Committee.	Job	1		
41.	Decoration of podium with chrysanthemum and orchids and like flowers as per the direction of the Committee.	Job	2		
42.	Decoration of main gate of width approx 20 ft with marigold flowers and ashoka leaves and like flowers as per the direction of the Committee.	Job	3		

43.	Decoration of Main Pandal and VVIP Lunch, pandal entry with marigold flower and ashoka leaves and like flowers in width of aprox 10' as per the direction of the Committee.	Job	2		
44.	Exotic bouquets made of Orchids, Lily, chrysanthemum, English roses and like flowers in combination or single as per the direction of the committee	Each	10		
45.	Low height table bouquet made of English roses and like flowers in combination or single as per the direction of the committee.	Each	5		
	Total				

Sd/-
Deputy Registrar
General Administration