



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16C, DWARKA, NEW DELHI - 110075**

Phone Nos. 011-25302137

011-25302138

Dated: 16.11.2011

F.11.5(4)/IPU/GA/8<sup>th</sup> CONVOCATION/2011-12/

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE INVITING QUOTATION**

You are requested to submit your offer in 'Sealed Envelop' (Envelope-1 & Envelope-2) for the Hiring of Tent/Shamiana Arrangement as per details given below:

Name of Work	Hiring of Tent/Shamiana Arrangement in the 8 <sup>th</sup> Convocation of the University on 01.12.2011 (Thursday).
Last Date, Time and Venue for submission of tender	Latest by 22.11.2011 (Tuesday) at 12:00 Noon in the office of Joint Registrar (GA), Administrative Block, GGSIP University, Dwarka, New Delhi - 110075
Earnest Money Deposit	Rs. 30,000/- (Thirty Thousand Rupees) in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
Opening of offers in presence of the authorized representatives of bidders, if any.	22/11/2011 (Tuesday) at 12.30 PM

This enquiry has also been posted on **University website**. Please **superscribe the sealed envelope containing quotation with reference no. of the quotation and quotation for Hiring of Tent/Shamiana Arrangement in the 8<sup>th</sup> Convocation of the University on 01.12.2011 (Thursday). Detailed Specification and scope of work is as follows:**

S.No.	Particulars
i)	Stage covered with water proof size 50' x 30' with 6' height from ground level alongwith two sets of steps.
ii)	Tent size 135' x 90' (12150 sq. ft)
iii)	Tent size 72' x 54' (3888 sq.ft)
iv)	Tent size 18' x 18' (324 sq. ft)
v)	Tent size 18' x 36' (648 sq.ft)
vi)	Tent size 72' x 72' (5184 sq. ft)
vii)	Tent size 36' x 36' (1296 sq. ft.)
viii)	Shamiyana made up of MS tabular members (both horizontal and vertical)

	duly cover of good quality cloth of approved colours and shades with ceiling of approved design shade and colour including fixing facia, jhalar and decorated cloth at lawn at back of Auditorium for high tea arrangement of 500 people approx 90' x 180'.
ix)	Three/two seater sofa set with covers (60 nos.).
x)	Banquet chairs having cushion seats with covers (550 nos.)
xi)	Centre table/corner table with cover (25 nos.)
xii)	Round table with cloth (10 nos.)
xiii)	View cutter on both sides of road from Robe Room Area, Admin Block to Pandal.
xiv)	Carpet of good quality of approved colour for stage, courtyard and room for Robe area
xv)	Table (80 nos.) with cloth and frills
xvi)	Stepped seating arrangement on stage for the sitting of 30 persons.
xvii)	Main Table on the dias with frill, covers and name plates for the seating capacity of 7-9 persons.
xviii)	Nine Wooden Executive Cushioned Chairs with arms and covers on Dias.
xix)	Helogen Lights (15 nos.)
xx)	Stage metal light (4 nos.)
xxi)	Fire fighting cylinders each of 2.5 kg capacity (10 Nos.)
xxii)	Matting on the passage from Administrative Block to shamiyana, dining area, passage, inner pandal.
xxiii)	Doormats 02 Nos.
xxiv)	All the shamiyana/tent should be covered by fresh chandni, frill borders and kanat.
xxv)	The stage shall be covered with fresh kaleens.

### **Submission of bid in 2 (two) envelop system:-**

**Envelope -1:-** Which consists of 'Technical Bid'-'Separate Envelope'

**Envelope -2:-** Which consists of Financial/Commercial Bid-'Separate Envelope'

### **Terms & Conditions**

1. Firm should have experience of Tentage/Shamiyana alongwith Stage & Pandal Arrangements for the Convocation (s) of more than 500 students conducted by University/Institute's in Delhi. A photocopy of the certificate for the same be enclosed. Financial bids of only those bidders shall be opened who submit documents of requisite experience and valid EMD.
2. Rate should be quoted net in figures & words, which inclusive of taxes & cartage as applicable with bifurcation of cartage and taxes. The quotation shall be evaluated on the basis of over all amount. In case no rate is quoted for any item, it will be considered as zero rate and its rate are deemed to be included in overall amount.

3. Offers received without EMD will be summarily rejected.
4. The EMD will be refunded to the Agencies those offers are not finally accepted.
5. In case the successful Firm fails to undertake work, the university will **forfeit** the EMD of the firm.
6. Charges for Handling, loading, unloading of all the material in the University shall be borne by the agency.
7. Quotation should be submitted in sealed envelope marked "Quotation for Hiring of Tent/Shamiana Arrangement in the 8<sup>th</sup> Convocation of the University"
8. F.O.R. :- GGSIP University Campus at Sector 16 C, Dwarka, New Delhi -110075
9. Fire fighting arrangements as required under local laws.
10. The firm should give an undertaking that the firm has not been black-listed/debarred from any University/Institute in the last three years.
11. Deviated in the quantity of work upto 30 % from the proposed quantity will be acceptable to the bidder at the same rates and terms & conditions.
12. Quantities are liable to vary.
13. The tenderer will have to make all necessary changes as may be required by the University/District Authorities in interest of work and security requirement.
14. University reserves the right to reject any or all the quotations or accept them in part or to reject lowest quotations without assigning any reason.
15. Quotation received after due date & time shall be summarily rejected.
16. University shall not be responsible for any kind of loss and insurance coverage.
17. Authorized signatory has to keep all the original documents at the time of tender opening.

**Envelope -2 :-** Which consists of duly filled **Financial/Commercial Bid** - 'Separate Envelope'. No cutting and overwriting condition shall be permitted.

#### DETAILED SPECIFICATIONS AND QUANTITY

S.No.	Particulars	Amount in Rs.
1.	Stage covered with water proof size 50' x 30' with 6' height from ground level alongwith two sets of steps.	
2.	Tent size 135' x 90' (12150 sq. ft)	
3.	Tent size 72' x 54' (3888 sq.ft)	
4.	Tent size 18' x 18' (324 sq. ft)	
5.	Tent size 18' x 36' (648 sq.ft)	
6.	Tent size 72' x 72' (5184 sq. ft)	
7.	Tent size 36' x 36' (1296 sq. ft.)	
8.	Shamiyana made up of MS tabular members (both horizontal and vertical) duly cover of good quality cloth of approved colours and shades with ceiling of approved design shade and colour including fixing facia, jhalar and decorated cloth at lawn at back of Auditorium for high tea arrangement of 500 people approx 90' x 180'.	
9.	Three/two seater sofa set with covers (60 nos.).	
10.	Banquet chairs having cushion seats with covers (550 nos.)	
11.	Centre table/corner table with cover (25 nos.)	

12.	Round table with cloth (10 nos.)	
13.	View cutter on both sides of road from Robe Room Area, Admin Block to Pandal.	
14.	Carpet of good quality of approved colour for stage, courtyard and room for Robe area	
15.	Table (80 nos.) with cloth and frills	
16.	Stepped seating arrangement on stage for the sitting of 30 persons.	
17.	Main Table on the dias with frill, covers and name plates for the seating capacity of 7-9 persons.	
18.	Nine Wooden Executive Cushioned Chairs with arms and covers on Dias.	
19.	Helogen Lights (15 nos.)	
20.	Stage metal light (4 nos.)	
21.	Fire fighting cylinders each of 2.5 kg capacity (10 Nos.)	
22.	Matting on the passage from Administrative Block to shamiyana, dining area, passage, inner pandal.	
23.	Doormats 02 Nos.	
24.	All the shamiyana/tent should be covered by fresh chandni, frill borders and kanat.	
25.	The stage shall be covered with fresh kaleens.	
Total Overall Amount in Rs. (inclusive of taxes)		

F.11.5(4)/IPU/GA/8<sup>th</sup> CONVOCATION/2011-12/

Copy to:

1. PS to Hon'ble VC
2. PS to Registrar
3. PS to COF
4. In-charge, Server Room - with request to upload the same on University Webiste.
5. Notice Board
6. Office Copy
7. Guard File

**(Pankaj Agrawal)**  
**Addl. Dy. Registrar (Purchase)**  
Dated: 16.11.2011

**(Pankaj Agrawal)**  
**Addl. Dy. Registrar (Purchase)**