

F.No.7/15(2)/2017-SD/S&S

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

C.V. Mess Building, Janpath, New Delhi

TENDER DOCUMENT

Limited Tender process for vehicle hiring services for “Lok Gatha Utsav”
from 28-11-2017 to 03-12-2017

Cost of Tender Document: FREE

- (i) Last date for collection of Tender Document : 21st Nov. 2017 upto 03:00 P.M.
- (ii) Date of opening of Technical Bid : 21st Nov. 2017 at 3:30 P.M.
- (iii) Date of opening of Financial Bid : 23rd Nov. 2017 at 4:00 P.M.

(Signature of Tenderer)

F.No.7/15(2)/2017-SD/S&S
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. Mess, Janpath, New Delhi

Tender No. 15

New Delhi, Date: 17th Nov 2017

Subject: **Tender for Hiring of Vehicles at Indira Gandhi National Centre for the Arts, New Delhi to pickup and drop for IGNC A Guest during the programme on Lok Gatha Utsav to be held from 28th Nov 2017 to 03rd Dec2017.**

IGNCA intends to invite Sealed tenders under two bid system for providing vehicles during Lok Gatha Utsav to be held at IGNC A from 28th Nov., 2017 to 3rd December, 2017. Interested bidders who have got seven years experience in providing vehicles services should submit the tender documents latest by **21st November, 2017 up to 3:00PM.** Technical bids will be opened on the same day at 3.30PM.

The Financial bids will be opened on 23rd November 2017. The tenders of technically qualified bidders only will be opened. Technical and Financial bids should be kept in separate envelopes and both are to be placed in one envelop which is to be addressed to The Consultant (S&S), IGNC A, C.V. Mess Building, Janpath, New Delhi-110001.

The tender documents can be obtained from S&S Section free of cost or downloaded from the IGNC A website www.ignca.nic.in.

2. **TECHNICAL BID.**

Technical bids as per details given in Annexure 1 along with requisite supporting documents should be kept in one envelope which is to be sealed and superscribed in bold as **Technical bid for hiring of vehicles tender the T** Tender No.15- 17/11/2017 No part of Financial bid is to be kept in this envelop.

Earnest money deposit (EMD) Each tenderer is to attach a Demand Draft in favour of IGNC A of Rs.16,000/- (Rupees Sixteen Thousand Only). The Earnest Money of unsuccessful bidders will be refunded after completion of the process as per rules in vogue.

3. **FINANCIAL BID.**

The Financial bid as per Annexure II duly completed in all respect is to be put in second envelop sealed and suprscribed in bold on top of the envelop **"Financial Bid for Hiring of Vehicles Tender dated for 17th Nov 2017"**.

The lowest tenderer will be decided on the basis of total rates quoted by them of all items at the rate of one unit each.

Terms & Conditions

1. In case of any doubt on tender documents, the tenderers should contact S&S Section in IGNCA.
2. The supplier should have at least seven years experience in the particular field and also have turn over- of Rs. 40.00 lakhs per annum during the last three years.
3. IGNCA reserve the right to reject or accept any offer/application without assigning any reason whatsoever. Decision of IGNCA in this regard shall be final and binding.
4. No advance payment shall be made & final payment shall only be released only after completion of event to the satisfaction of the IGNCA authorities.
5. TDS as per applicable rates shall be deducted from the gross amount of the Bill as per rule.
6. If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract
7. If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or any other State Governments/Union Government.
8. IGNCA reserve the right to reject or accept any offer/application without assigning any reason whatsoever. Decision of IGNCA in this regard shall be final and binding.
9. The quotation form can be obtained free of cost from the Office of the Consultant(Estt./S&S Section at IGNCA. Or downloaded from the IGNCA website www.ignca.nic.in.

Consultant (S&S)

Technical Bid

1. Name of the Firm/Company :
2. Date of incorporation/establishment (Attach proof) :
3. Address :
4. Telephone No./Mob. Number :
5. Type of firm : Proprietary/Limited
Company/
6. PAN Number : Attach proof.
7. Service Tax Number : Attach Proof.
8. Registration Number with statutory Authority : -do-
9. Details of EMD :
10. Details of Experience :
Attach separate sheet and supporting documents.
11. Proof of turnover during last 3 years.
Balance : Attach copy of ITR and
sheet etc. **duly certified by the
Chartered Account.**

Signature of bidder with stamp.

FINANCIAL BID

SCHEDULE OF QUANTITY

Vehicle hiring

S.No.	Name of Item	Unit Rate (Rs.)	Rates in words per unit.
1.	<u>Buses (45 seaters)</u> 8 hours 80 km Extra charge per km Extra charge per hour		

Signature of tenderer with stamp

