

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. MESS BUILDING
JANPATH
NEW DELHI-110001.

TENDER DOCUMENT

**Annual Contract for Hiring of Furniture and
Shamiana**

**Cost of Tender Document :
FREE**

1. Last date for collection Tender Document(s) : 29-09-2016 upto 01:00PM
2. Pre-Bid Meeting : 23-09-2016 by 11:00AM
3. Last date for submission of Bid(s) : 29-09-2016 by 03:00PM
4. Date of opening of Technical Bid(s) : 29-09-2016 at 04:00PM

Signature of Tenderer

F.No.7/13(11)/2013-14/SD/S&S
INDIRA GANDHINATIONAL CENTRE FOR THE ARTS(IGNCA)
SUTRADHARA DIVISION(S&S) SECTION

Tender No.12

Dated: 9th September, 2016

Name of Work : Hiring of furniture and shamiana items etc. at IGNCA premises consisting of Buildings at C. V. Mess, No.3 Dr. R.P. Road, and No.11 Man Singh Road, New Delhi.

IGNCA intends to invite sealed item rate tender under two bid system for providing all type of furniture and **Shamiana** items on hire from contractors registered with Central/State Govt. Offices/Autonomous Bodies / Defence establishments. Interested bidders who have got seven years experience **including** five years with the Government organizations in this field are to submit the tender documents latest by 29th September, 2016 up to 3:00PM and technical bid will be opened on the same day at 4:00PM. The financial bid will be opened at a later date only of those vendors who will qualify technically. Technical and Financial bids are to be kept in separate sealed envelopes and both are to be placed in one big sealed envelop **superscribed in bold as Technical & Financial bid for Tent and Shamiana, the Tender No.12 dated 9th September, 2016. This envelop will be** addressed to The Consultant(S&S), IGNCA, N0.3 R.P.Road, & Janpath Road, New Delhi-110001.

Pre-Bid Meeting: A pre-bid meeting will be held in the Office of Consultant(S&S), IGNCA at 11:00 AM on 23rd September, 2016 with the tentative tenderers in order to explain the exact requirements and clarify doubts if any. Tenderers are advised to attend the meeting though it is not a must.

The tender documents can be download up to 03:00 PM 09-09-2016 free of cost from the IGNCA website www.ignca.nic.in and NIC website www.http://eprocure.gov.nic.in

2. TECHNICAL BID.

Technical bid as per details given in Annex 1A along with requisite supporting documents should be kept in one envelope which is to be sealed and superscribed in bold as **Technical bid for Tent and Shamiana** the Tender No.12 dated 9th September, 2016. 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 IGNCA of Rs.1,00,000/- (Rupees One lakh only). **The Earnest Money DD of unsuccessful bidders will be returned after finalizing the contract.**

Physical Verification of Tenderers office/premises: the Technical bid will be **opened** at 4.00 pm on 29-09-2016 in the presence of Tenderers. A committee of IGNCA officials will inspect the office/ premises of the Tenderers who **qualify in** Technical bids. During the inspection the physical holding of items and premises will be checked.

3. FINANCIAL BID.

The Financial bid as per Annexure 1B 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 Tent and Shamiana Tender dated the Tender No.12 dated 9th September, 2016.”**.

The lowest **tender** will be decided on the basis of total rates quoted by **the Firm/ Contractor for of all items.**

Financial bid of only technically qualified Tenderers, who **will be** recommended by IGNCA officials after physical inspection of there holdings and premise, will be **opened at** a later date and time, which will be communicated to eligible Tenderes in advance.

TERMS AND CONDITIONS

1. All willing tenderers to contact S&S Section at IGNC A in case of any doubt difficulties in any tender documents.
2. The rate shall be inclusive of conveyance charges, transportation charges assignment charges, labour charges, installation, dismantling charges and all type of taxes etc. All the tenderers are to quote rate for all the items given an Annex.1B and part bidding will not be considered.
3. **The Firm/ Contractor** should have at least seven years experience in this particular field **including** five years in work experience with any Government organizations and also have turnover of Rs.60/- Lakhs per annum during the last three years.(2013-14, 2014-15, 2015-16).
4. **The Firm/ contractor(s) should furnish (i) firm's profile and (ii) List of the clients for whom the work has been done enclosing copy of the work order placed on them (iii) Work of similar nature is being carried in the present financial year (iv) Completion certificate of similar nature.**
5. TDS as per applicable rates shall be deducted from the gross amount of the Bill as per rule.
6. The Financial bid will be valid for a period of 90 days. IGNC A reserve the right to reject or accept any offer/application without assigning any reason. Decision of IGNC A in this regard shall be final and binding.
7. The parities/persons tendering for hiring of furniture, tent and shamiana items and general lighting etc. shall submit EMD in the form of demand draft of **Rs.1,00,000.00** (Rupees One lakh only) in favour "The Indira Gandhi National Centre for the Arts", New Delhi as earnest money. In case of unsuccessful tenderers, the earnest money so received shall be returned immediately or after finalizing the contract.
8. Any tenderer whether individual or firm whose relatives or near relatives are working in the IGNC A shall not be eligible for any contract in the IGNC A.
9. Person working in Government/Semi-Government Offices and autonomous bodies shall not be eligible to enter into contracts.
10. In case of failure on part of contractor to fulfill the full work **order, a fine** will be imposed @10 times of deficiency in service and repeated failure/disturbance in service will **lead** to termination of contract without assigning any reason/advance intimation.
11. The contractor/firm should be registered under all types of act/laws applicable in State of Delhi for carrying out the work as hiring of furniture and shamiana.
12. **No advance payment shall be made by the IGNC A. However, all the payments shall be released soon after completion of event to the satisfaction of the IGNC A authorities, provided that the IGNC A gets the bills duly supported by Challan immediately after the function is over /supply is made.**
13. The contractor(s)/firm shall prepare a challan of the items provided on the spot and get it signed from an Officer of the IGNC A and enclose the same with the bill for releasing payment.
14. In case the contractor(s)/firms fails to comply with the order immediately even at a short notice, the IGNC A will be at a liberty to have the work executed from outside parties and the additional expenditure incurred on this account shall be recovered from him. As such any liability (in full or part) arising out of non-compliance of the order for the job after acceptance of the terms and conditions shall vests on the part of the contractor(s).
15. No payment shall be made if the challan is not properly verified and signed.

16. The items required shall be provided at the venue of programme or at any other place, as desired by the IGNCA alongwith the copy of challan.
17. All the items of shamiana, furniture, **supplied should be of** good quality and clean as these will be needed for various festivals/concerts/conferences/stage productions plays, dance, dramas, ballets etc.)/seminars etc. and for National and International events.;
18. Every page of the tender document and price bid should be signed by the applicant with the seal of the firm/contractor.
19. All rates taken together will be examined to **arrive** at the lowest one.
20. **The quantity of items shown are tentative. Actual number required will be determined as and when need arises.**
21. It items are required for more than one day than IGNCA will pay only @ of 50% of quoted rates for 2nd day onwards.
22. The contract shall be valid for a period of two years w.e.f. the date formal agreement is signed between IGNCA and selected tenderers.
23. The selected tenderer will be required to provide a performance guarantee of Rs.5 Lakhs (Five lakha) in the form of Bank Guarantee with Bank a Nationalized Bank in favour of IGNCA having validity upto 30th September, 2018. **The Performance Guarantee will be encashable, in case of failure of the Firm/ Contractor to perform the contract satisfactorily during the period of duration of the contact.**
24. The tender document is available free of cost on IGNCA website www.ignca.in _and NIC website [www.http://eprocure.gov.nic.in](http://www.eprocure.gov.nic.in)

Consultant(S&S)
IGNCA.

Certified that I/we have read and understood the terms and conditions and I/we undertake to abide by the same.

Signature of the
Proprietor/Authorised
Person with seal and date

Date:_____

**TO BE SUBMITTED IN SEPARATE ENVELOPE SUPERSCRIBING "TECHNICAL
BID FOR HIRING OF FURNITURE & SHAMINANA ITEMS ETC." ALONGWITH
THE NAME OF THE FIRM**

TECHNICAL BID

- 1.Name of firm/company
2. Fax Telephone Nos. Mobile E-mail
- 3.Full address
- 4.Earnest Money Deposit

DD No.	Date
Amount	Bank

- 5.Registration No. Under Shop & Estt. Or other (attach proof)
- 6.Sales Tax Registration No.(LST/CST (attach proof)
- 7.Valid VAT Registration No. (attach proof)
- 8.Permanent account No.(Income Tax) (attach copy)
- 9.Service tax Registration No. (attach proof)
- 10. Firm's Profile along with the total experience of the Firm**
- 11.Details of work done during the last 5 years for Govt. Offices/autonomous bodies/undertakings etc. Also specify works done for National - International events alongwith copies of work order (attach a sheet with details).
- 12..Appreciation certificates, received if any or any other relevant information the bidder wants to provide
13. Proof of turn over during last three years .i.e. 2013-14, 2014-15, 2015-16. Attach copy of ITR and Balance sheet etc. duly certified by the Chartered Accountant.

Signature with the Seal of the Proprietor/Authorized Person

Name of the firm/contractor.....

Address.....

Note:- Use additional sheets, in case space provided is insufficient

Financial Bid for supply of Furniture and Shamiana items

I Hiring of FURNITURE AND SHAMIANA ITEMS

QUOTATION FOR HIRING OF FURNITURE AND SHAMIANA ITEMS ETC.				
Sl. No.	Particulars	Specification	Quantity	Per day rate for each unit
1.	Ceiling on pipe frame	Per sq. ft.	1000 sq. ft.	
2.	Ceiling on wooden frame white wash cloth	Per sq. ft.	1500 sq. ft.	
3.	Brand new ceiling on wooden frame	Per sq. ft.	1500 sq. ft.	
4.	Garden Chair	Each	50 Nos.	
5.	Banquet Chair	Each	50 Nos.	
6.	Banquet Chair with cover	Each	50 Nos.	
7.	Sofa set 3 seater with cover	Each	05 Nos.	
8.	VIP sofa seat leather	Each	05 Nos.	
9.	Duri 8x10	Each		
10.	Carpet Red/Blue/ Green	Per Sq. ft.	200 sq. ft.	
11.	Brand new carpet Red/Bule/Greet	Per sq. ft.	200 sq. ft.	
12.	Table 5x2 ^{1/2} x2y2 full size	Each	25 Nos.	
13.	Table Cloth 5x2/2x2	Each	25 Nos.	
14.	Table Frill	Each	10 Nos.	
15.	Conference table sunmica top with frill	Each	05 Nos.	
16.	Takhat 6x3x1	Each	10 Nos.	
17.	Gole Takia with cover	Each	05 Nos.	
18.	Round table with cover and top	Each	10 Nos.	
19.	President's Chair	Each	1 No.	
20.	Decoration Curtain	Per sq. ft.	200 sq. ft.	
21.	Jute cloth/side wall/view cutter on frame work/wash cloth	Per sq. ft.	100 running sq. ft.	
22.	Jute wall/side wall/view cutter on frame work/brand new cloth	Per sq. ft.	100 running sq. ft.	
23.	Masking with ply	Per sq. ft.	100 Nos.	
24.	Stage fixed board fitting on top with paint on skelged	Per sq. ft.	144 sq. ft. (12x12) one	
25.	Tarpaulin lanonium flex on stage	Per sq. ft.	100 sq. ft.	
26.	Main gate of plywood/sun frame decoration	Per sq. ft.	-----	

27.	Masking of stalls/pandals (10x10x10) for exhibition, structure of bailies tin cover/water proof tarpaulin the top and back	Per sq. ft.	-----	
28.	Mudda	Each	20 Nos.	
29.	Piddi	Each	20 Nos.	
30.	Canopy	Per sq. ft.	5 Nos.	
31.	Water proofing on bamboo structure	Per sq. ft.	1000 sq. ft.	
			Total for Hiring of Shamiana & Furniture items = each unit X Rate for each unit	

Total

II. STAGE SETTING.

Sl. No.	Particulars	Specification	Qnty.	Rate per day
1.	Main Curtain	Per sq. ft.	----	
2.	Centre Curtain	Per sq. ft.	-----	
3.	Stage 1-1/2 ft. height with Carpet, chandni, takhat, steps etc.	Per sq.ft.	12x12 for 20 days.	
4.	Stage 2-1/2 ft. height with carpet, chandni, takhat, steps etc.	Sper sq. ft.	12x12 for 20 days	
5.	Stage 5ft. height with carpet, chandni, takhat, steps etc.	For complete stage		
6.	Mirror with stand	Each	2 Nos. for 20 days.	
7.	Mirror without stand	Each	2 Nos. for 20 days.	
			Total for Stage Setting = each unit X Rate for each unit	
			Grand total Shamiana Hiring & Stage Setting	

Signature with the Seal of the Proprietor/Authorized Person

Name of the firm/contractor

Address.....

