

F.No.3.10(1)/FD/2019-G-I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOJ)
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi-110069

Dated the 19th August ,2019

Subject :- Notice Inviting Tenders (NIT) for Tent, Stage & Seating Arrangements for In-House Function of 93rd Foundation Day of UPSC on 01.10.2019.

Online bids are invited under two bid systems for Tent, Stage & Seating arrangement for In-House Function of 93rd Foundation Day of UPSC to be held at **Multipurpose Hall in the Ayog Sachivalya Building of this office on 01.10.2019 at 3.00 PM. The specification of the items is mentioned in Annexure-A. As may be seen from the specification that the requirement is for German Hanger Structure/ Aluminium Tent (Water Proof) and bid should be submitted accordingly.**

A snapshot of arrangement of tent of the last year's attached at Annexure-F. Bidders are strongly advised to see the actual site and photo albums of the last year's arrangement by visiting this office with prior information.(Contact No:- 011-23389035)

Tender documents may be downloaded from UPSC website www.upsc.gov.in and CPP site <https://eprocure.gov.in/e-procure/app> as per schedule as given in Critical Date Sheet as under:-

General Terms and Conditions of NIT

Critical Date Sheet

Published Date	19.08.2019
Bid Document Download/Sale Start Date	19.08.2019
Bid Submission Start Date	19.08.2019
Bid Submission End Date	11.09.2019 at 1500 Hrs
Bid Opening Date	12.09.2019 at 1500 Hrs

Bids shall be submitted online at CPPP Website

<https://eprocure.gov.in/e-procure/app>

Tenderers/Contractors are advised to follow the instruction provided in the *Instruction to the Contractor/Tenderer* for the e-submission of the bids online through Central Public Procurement Portal(CPPP) for e-Procurement at <https://eprocure.gov.in/e-procure/app>

1. PROCEDURE OF SUBMISSION OF BIDS

1.1 The tender may be submitted online in two parts viz., Technical bid and Financial bid. All the pages of tender being submitted must be signed and sequentially numbered by the bidder, irrespective of nature of content of the document, before uploading. Bids uploaded in single part or folder on the website will be summarily rejected.

The offers submitted by Telegram/Fax/e-Mail or any other mode, will not be considered. No correspondence will be entertained in this matter.

2. TECHNICAL BID

2.1 The bidder should submit scanned copies of the documents mentioned in NIT and the checklist as at Annexure-E duly signed by the authorized signatory.

2.2 Any correction/ over-writing/ erasing etc should be duly attested by the bidder by putting his/her signature.

3. FINANCIAL BID

3.1 Financial Bid should be uploaded, in BOQ(.xls) format as per Annexure-A.

4. ELIGIBILITY CRITERIA

(Please attach necessary supporting documents with Technical Bid)

4.1 Should possess all statutory requirements with appropriate License from competent authority, such as,

4.1.1 Labour License

4.1.2 G. S. T. Registration No.

4.1.3 Shop and Establishment registration certificate

4.1.4 PAN card with submission of Income Tax Returns.

4.2 All pages of tender should be signed by the authorized signatory of the company/firm.

4.3 The UPSC reserves the right to accept/reject/split/cancel the Tender in full or part, without informing affected firms, including on liability whatsoever.

5. EARNEST MONEY DEPOSIT (EMD)

5.1 An Earnest Money Deposit of Rs.6,000/- (Rupees Six Thousand Only) in the form of Demand Draft/Pay Order from any nationalised bank may be drawn in favour of Secretary, Union Public Service Commission, payable at Delhi/New Delhi. The bidder should submit a self-attested scanned copy of the said DD/PO. The hard copy of original EMD must be delivered to the UPSC on or before the bid opening date/time, as mentioned in Critical Date Sheet.

5.2 The EMD should remain valid for a period of 45 days, beyond the final tender validity period.

5.3 The firm registered at NSIC/DGS&D and any organization will be exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD mentioned above is mandatory.

5.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the tender.

5.5 The EMD of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of this tender.

6. The Bidders should quote their unconditional rates strictly as per the tender format. Each page of the tender should be duly stamped and signed by the authorized signatory.

7. Bids should remain valid for acceptance for a period of six months from the date of opening of the Technical Bids. Bids with lesser validity period will be summarily rejected.

8. Evaluation of Bid:-

8.1 The evaluation of bid will be done by a Tender Evaluation Committee constituted for this purpose.

8.2 The contract will be awarded to the bidder who fulfill all the terms and conditions of the NIT and quotes the lowest rate.

8.3 Rate of Taxes as applicable should be quoted separately in the Price Schedule. Otherwise, it will be presumed that the rate quoted is inclusive of Taxes and no further request for enhancement of rates shall be considered.

8.4 In case of any variation in the rate inclusive of Taxes and rate exclusive Taxes, the rates inclusive of Taxes will only be considered in financial evaluation. No correspondence on this issue will be made to the concerned firm.

9. Other terms and conditions:

- 9.1 Conditional bids will not be entertained.
- 9.2 The work is to be executed as per work order.
- 9.3 The selected firm will have to handover the complete full proof work 24 hour before the start of the event.
- 9.4 Dismantling is to be started immediately after completion of event to be completed at the earliest.
- 9.5 Transportation of all items to site and is total responsibility of the firm.
- 9.6 All materials should be new of standard quality and decent.
- 9.7 All items should be in good conditions and will be cleaned by agency's staff after putting it on appropriate places.
- 9.8 Quantities requirement and specification given are approximate and vary as per site conditions and few items may be deleted/added/modified, if needed.
- 9.9 Payment will be made as per actual hired quantities put in use.
- 9.10 The agencies are requested to see proposed site, understand the work and agree to all the terms and conditions given above.
- 9.11 All wirings have to be provided by the firm from the source to be specified by UPSC and the safety parameters must be followed. Proper electrical connections to made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid electric shock, short-circuiting and fire.
- 9.12 For any emergency situation the contractor will provide solution related to his work at no extra cost.
- 9.13 All the material used should be of very high quality. Appropriate deduction will be made from the bill which is not of good quality.
- 9.14 All precautionary safety measures should be adopted by the agency in erecting hangers tents fixing lights etc. The Commission shall not be responsible for any mishappening and loss caused due to the agency' s negligence.
- 9.15 The representatives of the firm should be available on also mobile to enable this office to call them in emergency situation. Therefore, telephone as well as mobile Nos. will also be provided to the Commission.
- 9.16 Secretary, UPSC, reserves the right to reject goods which do not confirm to the specifications.

10. Risk Purchase Clause:-

If the supplier after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of these tender documents, or fails to supply the material as per delivery schedule given or at any time repudiates the contract, the UPSC shall have the right to forfeit the EMD.

11. Arbitration:-

All questions, disputes or differences whatsoever arising between UPSC and the firm out of or relating to the conclusion, meaning and operation or effect of the contract or the breach thereof shall be settled by the Arbitrator to be appointed by UPSC in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the award in pursuance thereof shall be binding on UPSC and the firm. The venue of Arbitration shall be at Delhi.

12. The bidder will submit an undertaking that he has not quoted lower rates than UPSC in any other Ministries/Govt. Organizations. The undertaking should be submitted in proforma prescribed at Annexure 'D'.

13. Payment Terms:

13.1 No advance payment for the aforesaid arrangements will be made.

13.2 The necessary payments will be made after the satisfactory conclusion of the function for which the concerned party will be required to submit their bill(s) in triplicate in General-I Section of this office.

13.3 Income tax at the prescribed rate will be deducted from the bill of the service provider.

14. Each bidder will have to certify that all the terms and conditions are acceptable to him.

15. The Secretary, Union Public Service Commission, reserves the right to accept or reject any bid or in part without assigning any reason thereof. The decision of the UPSC in this regard shall be final and binding on the firm.

(ANIL KUMAR)
UNDER SECRETARY (G-I)
TELE. NO. 23382415

**Format of Furnishing Bids for
Preparation of Tent, Stage and Seating Arrangements**

Annexure A

Name & Address of the Firm :
Tel.Nos. :
Office -
Residence -
Mobile -

Name & Tel. Nos. of the Contact Person:

Sl. No.	Item	Size/ Specification	Quantity Required	Rate Quoted	Total Price
	(A)	(B)	(C)	(D)	(E= CxD)
1.	German Hanger Structure/ Aluminium Tent (Water Proof)	-----	5800 Sq.Ft (approx)	_____ per Sq.Ft	
2.	Wooden Platform *	29'X81' with a height of 2' (As per site)	2500 Sq.Ft (approx)	_____ per Sq.Ft	
3.	Wooden Planks		3000 Sq. Ft. (apprx)	_____ per Sq.Ft	
4.	Dias with ramps at both sides inside MP Hall **	25' X20'x2' (approx)	500 Sq.Ft (approx)	_____ per Sq.Ft	
5.	Side Wall (Black /Blue/White colour)		2880 sq. ft.	_____ per Sq.ft	
6.	Side wall along stage		480 Sq. Ft.	_____ per Sq.ft	
7.	Kanat	(40'X6')	240 Sq.Ft	_____ per sq.ft	
8.	Green Roller Carpet	(6'X18')	9800 Sq.Ft	_____ per Sq.Ft	
9.	Red Runner	18'X100'	1800 Sq.Ft	_____ per Sq.ft	
10.	Banquet Chairs with white cover	-----	500 Nos.	_____ per chair	
11.	Pedestal Fan Noiseless (Big Size)	Big Size	20 Nos.	_____ per Big Size Fan (Noiseless)	
12.	Halogen light of 500W /LED Lights with Installation	-----	5 Nos.	_____ each	
GST/Any other Govt. levies (If any)					
Total quoted price					

* A provision of two stair case (both side of the tent) should also be made for easy entry/exit.

** At present, a Dias with dimension (20 feet x 10 feet x 1 feet) is available in MP Hall which is to be developed in Dias of dimension (25 feet x 20 feet x 2 feet)

NOTE:

a) The quantity can be increased/decreased depending upon actual requirement.

b) Rate of GST or any other Govt. levies, if any, should be quoted separately, otherwise it will be presumed that the rate quoted is inclusive of taxes.

**(Signature of the Proprietor)
& Seal of the firm/Company)**

TENDER FORM

TENDER FOR ARRANGEMENT FOR TENT, STAGE & SEATING ARRANGEMENT

Date.....

To

Shri Anil Kumar
Under Secretary (M&M),
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-69.

Ref: Your Tender Enquiry Document No.....Dated.....

We, the undersigned have examined the above mentioned tender enquiry document and seen the specimen of each item. We now offer to arrange the above tent, stage & seating arrangement in conformity with the specification given in prescribed format. Our Financial Bid in the prescribed Format are attached herewith and made part of this tender. Other documents/ papers required as per the Tender Enquiry Document are also submitted herewith.

- 2 If our bid is accepted, we undertake to supply the goods as mentioned in the bid at the rate quoted in the Financial Bid in accordance with terms and conditions of the aforesaid Tender Enquiry.
3. We confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
4. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.
5. We accepts all terms and conditions of the aforesaid Tender Enquiry.

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and behalf of

(Official Seal of the firm)

Note: Official seal of the firm and signature of authorised signatory is to be appended on each page of this format.

TENDER FOR STAGE & SITTING ARRANGEMENT

DETAILS OF THE FIRM
(On the Letter Head of the firm)

1. Name of the Firm :
2. Office Address :
3. Telephone Numbers : (O):- (R):-
(M):- FAX:-
4. Details of Directors/Partners/Proprietor of the firm :

Name(s) :

Residence Address(s) :

Mobile No.(s) :
5. GST Registration certificate: _____
(Copy of Registration certificate to be enclosed)

PAN No. of the firm/Proprietor: _____
6. It is certified that our firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner/partners anywhere in India.

.....
(Signature with date)

.....
(Name and Designation)

Duly authorized to sign tender for and behalf of

.....
(Official Seal of the firm)

TENDER FOR STAGE & SITTING ARRANGEMENT

UNDERTAKING

We, _____
_____ (name and address of the firm) have in response to NIT of
Union Public Service Commission dated _____ certify as under:

“The rate quoted for the items are not exceeding the rate quoted by us for any
other Ministries/Govt. Organization for similar items”

(Authorized Signatory)

(Name & Address of firm/bidder
With rubber stamp)

CHECK LIST

S.NO.	Particulars	Yes or No
1.	Duly filled in Tender form	
2.	Duly filled in Financial Bid in BOQ(.xls) format as per the prescribed format (Annexure 'A')	
3.	Self attested copy of PAN Card	
4.	GST registration certificate along with GSTIN Number	
5.	Tender Form as the Annexure 'B'	
6.	Details of the firm as the Annexure 'C'	
7.	Under taking in Annexure 'D'	
8.	EMD enclosed/exemption certificate enclosed	
9.	E-mail ID &Website	
10.	Year of Establishment	
11.	GST Registration No	
12.	Labour License	
13.	Any other Item as per requirement	

(Authorized Signatory)

(Name and Address of the firm)

