

F.No.3.10(1)/FD/2016-G-I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOGE)
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi-110069

Dated the 31st August ,2016

To,

Subject :- Provision of Stage & Seating Arrangements, for In-House Function of 90th Foundation Day of UPSC on 30.09.2016.

Sir,

I am directed to say that U.P.S.C is going to celebrate 90th year of its establishment on 30th September, 2016 for which miscellaneous arrangements relating to decoration of stage for the In-House Function to be held at **Multipurpose Hall in the Ayog Sachivalya of this office on 30.09.2016 at 3.00 PM** are required to be made as per details given below.

2. Items of arrangements are as under :-

(i) Stage and Seating Arrangements

Sl.No.	Item	Quantity/Area Required	Size/Specification
1.	Shamyana (water proof on strong bamboo balli structure)	5800 Sq.Ft. (approx.)	-----
2.	Banquet Chairs with white cover	500 Nos.	
3.	Green Roller Carpet	50 Nos.	(6'X18')
4.	Pedastal Fan noiseless	20 Nos.	Big Size (Noiseless)
5.	Wooden Platform	2500 Sq.Ft	29'X81' with height of 2' (As per site requirement)
6.	Dias	400 Sq.Ft	20'X10'X1' 20'X10'X2'
7.	Kanat	240 Sq.Ft	40'X6'
8.	Red Runner	600 Sq.Ft	(6'X100')
9.	Side wall (black colour)	1980 sq. ft.	(11' x 180')
10.	For Five days Halogen fitting with installation	05 Nos	500W

NOTE :- The quantity can be increased/decreased depending upon actual requirement

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3. If you are interested in making aforementioned arrangements you may quote your rates for each of the items as mentioned above and send your bid in a sealed cover superscribed **“Bid for Arrangements for Foundation Day”** addressed to Shri Anil Kumar , Under Secretary(M&M), UPSC., New Delhi and drop the same in the Tender Box placed at Reception at Gate ‘C’ of this office **latest by 3:00 PM on 15.09.2016 . The bids will be opened on the same day at 3:30 PM** in the presence of the bidders or their authorized representatives who may wish to be present on the occasion.

4. **LATE BID**

- 4.1 The bids received after the specified date and time will not be considered.
 - 4.2 Incomplete bids and any amendments & additions to bid after expiry of the dead-line for receipt of bids are not permitted and such bids are liable to be rejected.
5. The bid may be furnished in the prescribed formats enclosed with this letter.
6. The work will be awarded to the firm who will quote lowest rate. The L-I rate will be worked out after including taxes.
7. Rates should be inclusive of transportation/cartage/carriage charges etc.
8. VAT/LST/CST etc. if any, shall be, quoted separately failing which the quoted rates would be taken as inclusive of all taxes and no subsequent request for addition of taxes would be entertained by this office.

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9. The bidders quoting for Provision of 'Stage & Seating Arrangements' will deposit Earnest Money Deposit of Rs. 6,000/- in the form of Bank Draft/Pay Order, drawn in favour of Secretary, UPSC payable at Delhi/New Delhi. The EMD of the successful bidder will be retained as Performance Security and will be released after successful completion of the Foundation Day.
10. Quantity, size and specification of items as indicated in para-2 above may change at the time of actual order.
11. No advance payment for the aforesaid arrangements will be made. 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.
12. Each bidder will have to certify that all the terms and conditions are acceptable to him.
13. The Secretary, UPSC reserves the right to deduct the charges for any item(s) which will be found not as per the required standards or work order.
14. The bid shall remain valid for 90 days from the date of opening of bids.
15. Income tax at the prescribed rate will be deducted from the bill of the service provider.
16. The Secretary, UPSC reserves the right to accept or reject any tender in full or in part without assigning any reason thereof. The decision of the Secretary, UPSC in this regard shall be final and binding on the firm.

Yours faithfully,

(Anil Kumar)
Under Secretary (M&M)

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

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
1.	Shamyana(water proof on strong bamboo balli structure)	-----	5800 Sq.Ft (approx)	_____Sq.Ft
2.	Banquet Chairs with white cover	-----	500 Nos.	
3.	Green Roller Carpet	(6'X18')	50 Nos	_____per Sq.Ft
4.	Pedestal Fan Noiseless (Big Size)	Big Size	20 Nos.	_____Big Size (Noiseless)
5.	Wooden Platform	29'X81' with a height of 2' (As per Site)	2500 Sq,Ft	_____per Sq.Ft
6.	Dias	20'X10'X1' Requirement 20'X10'X2'	400 Sq.Ft	_____per Sq.Ft
7.	Kanat	(40'X6')	240 Sq.Ft	_____per sq.ft
8.	Red Runner	6'X100'	600 Sq.Ft	_____per Sq.ft
9.	Side Wall (Black colour)	11' x 180'	1980 sq. ft.	_____per Sq.ft
10.	For Five Days Halogen fitting with Installation	500W	05 Nos	_____ each per day

NOTE : The quantity can be increased/decreased depending upon actual requirement.

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