



राष्ट्रीय डिज़ाइन संस्थान
NATIONAL INSTITUTE OF DESIGN

Paldi, Ahmedabad 380 007
Telephone: +91 079 2662 9500/ 9600
Fax: 2662 1167
Website: www.nid.edu

Advt. No. (06 / 2018-19)

Tender Fees : Rs. 1000/-

**TENDER (TWO BID SYSTEM) FOR VARIOUS EVENTS TO BE HELD AT
NID AHMEDABAD AND NID GANDHINAGAR CAMPUS**

M/s. : _____

Address : _____

Phone / Mobile No. : _____

Pre Bid Meeting : On Tuesday 28-08-2018 from 3.30 pm onwards at NID Ahmedabad

Last Date and : Up to 4.00 p.m. 05-09-2018

Time for Submission
of tender document



Paldi, Ahmedabad 380 007
Website: www.nid.edu,

22.08.2018

TENDER NOTICE: VARIOUS EVENTS TO BE HELD AT NID AHMEDABAD AND GANDHINAGAR CAMPUS (Advt # 06 / 2018 - 19)

The Institute invites Sealed Tenders (two bids system) from the reputed, experienced and competent decorators and hirers for various events such as Navratri Festival, Annual Convocation and other National / International events to be held at NID's Ahmedabad and Gandhinagar Campus. Blank tender documents can be collected from NID's Accounts / Office at NID, Ahmedabad during working hours on cash payment of Rs.1000/-. Tender documents can also be downloaded from 'Tender' column of NID website www.nid.edu & www.eprocure.gov.in The downloaded tender document should be accompanied with a DD of Rs.1000/- (non-refundable) of any Nationalized Bank being tender form fee. The last date for submission of bids to "The Secretary and Head, General Administration, National Institute of Design, Paldi, Ahmedabad 380 007" is 05-09-2018 up to 4 p.m.

ELIGIBILITY CRITERIA :

- (i) Having godown / office facilities for events in Ahmedabad / Gandhinagar.
- (ii) Having on hand or executed similar kind of single events of not less than Rs.Three lakhs from a single reputed client during last two years.
- (iii) The Firm must be in the business of providing such services since last 10 to15 years.
- (iv) The Bidder must be a profit making organization and should have an annual turnover of at least Rs. 25 lakhs during last two financial years.
- (v) The bidder must have 24 hours land line / mobile contact facilities and the same should be intimated to NID if there is any change.
- (vi) The list of clients to be attached specially event executed for educational institutes to be submitted with the contract value.
- (vii) The list of materials such as chairs, tables, ballis, lighting, carpet, stage materials metal / wooden etc. owned by the bidder required for such type of events to be attached with the technical offers

The bidders, who fulfill the abovementioned eligibility criteria, should submit the offer in two separate sealed envelopes, one super scribed as “Technical Bid” and other as “Financial Bid” and sealed into one big envelop and super scribed as “Tender for various events to be held at NID campus, Ahmedabad and NID campus, Gandhinagar.” In the Technical bid envelop, Annexure relevant document copies along with the EMD / DD, Tender form fee DD etc. should be submitted.

In the Financial Bid envelop, only Annexure-II duly filled in should be submitted. The big envelope containing sealed Technical Bid and Financial Bid is to be submitted to the Secretary & Head, General Administration, at NID, Paldi, Ahmedabad Office before 4:00 p.m. on the last date of submission, i.e. 05-09-2018.

Note: The Institute reserves the right to communicate or visit the sites of the bidders current contracts and interact with the official in charge for verifications, etc. formalities for short listing of bidders technical bids.

LIST OF EQUIPMENTS

Please attach the list of materials owned by the bidder to be used for the events.

2. EARNEST MONEY DEPOSIT (EMD)

The vendor shall be required to submit along in the Technical Bid envelop, the Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) by Demand Draft / Banker's Cheque / Pay Order drawn on a Nationalized / Scheduled Bank payable at Ahmedabad in favor of the “National Institute of Design”.

3. SECURITY DEPOSIT

An interest free Security Deposit for 5% (Five Percent) of the Accepted Annual Contract Value (including EMD amount) valid up to the tenure of the contract will have to be submitted within 15 days from the date of LOI / Work Order if placed on the vendor. No bank guarantee etc. shall be accepted for the security deposit. This Security Deposit will not carry any interest. In case the Contractor fails to fulfill any of the terms & conditions stipulated in this Work order to the satisfaction of NID, NID shall forfeit the Security Deposit. This Security deposit will be refunded to the Contractor after COMPLETION of the contract including extended period subject to fulfillment of all the terms and conditions to the satisfaction of NID. Upon award of the AMC to the approved bidder, the EMDs of remaining bidders will be refunded. The security deposit will be refunded without interest on completion of contract period .

4. VALIDITY OF OFFER

This tender must be valid for a period of 120 days from the date of opening of commercial offer.

5. DATE FOR SUBMISSION OF TENDER

The completed tender shall be submitted by 04:00 p.m. 05-09.2018. Please note the following for submission of the tenders:

- **BY THOSE WHO HAVE BEEN PURCHASED THE TENDER DOCUMENTS**

The tender should accompany the EMD as stated above. (in the Technical Bid envelope)

- **BY THOSE WHO HAVE DOWNLOADED THE TENDER DOCUMENT FROM THE NID WEBSITE**

www.nid.edu / www.eprocure.gov.in

The tenders should accompany the Demand drafts for Tender Fee of Rs. 1000/- as well as EMD as stated above. (In the Technical Bid envelope)

6. TENURE OF CONTRACT

The period of contract for rental / hiring shall be initially for a period of one year from the date of awarding the contract subject to review after completion of one year. On satisfactory services, the institute may extend the contract after completion of one years for a further period of two years, on yearly review of performance basis. For the first year there will not be any price escalation under any circumstances. Then after if extended for another three years on yearly performance review and mutual understanding basis.

7. TERMINATION OF CONTRACT

The contract may be terminated by the Institute by issuing one month written notice. At the same time, the Contractor shall have to issue three months advance written notice to the Institute. However, in case the reason for termination of the contract warrants termination of the contract with immediate effect it will be done with due intimation to the party.

8. RATES

Please offer your rates in **Annexure – II**.

TERMS & CONDITIONS

- 1) The rates quoted in **Annexure-II** shall be FIRM FIXED.
- 2) The offer shall be valid for a maximum period of one year.
- 3) NID may add or delete any quantity of the tender item during the period of contract for which same rates shall be applicable.
- 4) The services/repairs/replacements shall normally be carried out in our premises. In case, any equipment or its parts are to be taken out to Contractor's shop for repairs/ replacements/ services, all arrangements are to be made by the Contractor at his cost for taking out the items and bringing back the same. This includes labor, transportation, etc, in addition to all other works related in this regard. The items can be taken out of NID with valid returnable Gate Pass, signed by authorized official of NID.
- 5) The contractor shall, during the tenure of contract, be able to arrange timely deployment of qualified /efficient technicians and electricians along with the required tools, ladders, tackles, instruments, plants etc. as well as spares and consumables for uninterrupted operation of equipments included in the contract. The contractor shall deploy service technicians, electricians and the supervisor who will be involved in the work. The contractor or his authorized technician should have relevant experience of such type of event works. Besides, the contractor or his senior supervisor shall be available at NID Ahmedabad / Gandhinagar, as and when required at the time of any events.
- 6) The contractor should adopt standard methods of working. In case of any damage to part/equipment/system due to the fault of contractor of the institute property, appropriate amount will be recovered from his bill.
- 7) The Contractor shall not, in any circumstances, sublet any portion of the / any phase of the work envisaged in this Work Order without prior written approval of NID. The decision of NID to accept/ reject the sub-contract will be final.
- 8) The decision of NID Engineer / Supervisor in respect of quality of works carried out will be final and binding on the contractor.
- 9) NID will not be responsible for the either security of the material brought in by the contractor nor safety of the persons deployed by the contract for carrying out the work as per the scope and terms and conditions of the contract as the contractor will be fully responsible for the safe custody of his material and compliance of the safety norms for doing such work.
- 10) The contractor should obtain gate pass from NID for taking out his material from NID campus and will not be allowed to take out any material on all public and institute holidays as well as before 9.30 Hrs. and after 17.00 hours on week days. The entry in the gate for all the material brought in by the contractor and registering the same with the Stores shall be the basis for issue of Gate Pass for taking out the contractor's material.
- 11) NID will not supply any tool / equipment, except power and water supply at one point for any work. The contractor shall get approval of each completed work from NID supervisor / engineer.
- 12) Regular supervision on the part of contractor is essential and is available, as and when required by NID.

13) The working parameters of any event will be shown to NID supervisor / engineer, whenever called upon to do so.

14) Notwithstanding as to what is specifically stated in the specifications, the contractor has to attend all the work/s that is/are required to be carried out to ensure proper performance of all events.

15) As the work is to be executed in a restricted area, the contractor should strictly observe all safety, security and labor regulations prevailing in the campus. The contractor shall be responsible for the proper behavior of the staff employed by him, and also for any breach of security regulations, thefts, sabotage etc. The contractor shall withdraw any person so desired by NID, if in the opinion of NID, it is not desirable to permit that particular person to work inside the campus.

16) It will be the entire responsibility of the contractor to insure his employees against all risks. It will be the liability of the contractor to meet claims over the lives of any employee including himself.

9. PAYMENT

- The payment will be made on raising the invoice duly checked, verified and certified for payment by internal technical team of NID, and HoD NID Ahmedabad.

- After satisfactory completion of work of each event held, the Contractor shall raise invoice within 15 days in duplicate. The site should be cleared within 3 days on completion of each event. Payment will be made within 30 days from the date of receipt of bill and its certification by NID internal technical team and HOD. NID reserves the right to deduct the payment, in case the quality of work is not found satisfactory.

- The invoice should bear the GST Registration Number as well as the PAN number.

- The amount due, if any, from the contract to NID shall be recovered from his/their quarterly Invoice.

- A retention of 10% would be deducted from each running bill and the same will be refunded on completion of work satisfactorily after 90 days duly checked, verified and certified by internal team and HoD without interest on performance report.

10. SETTLEMENT OF DISPUTE

- Otherwise specifically provided in the Contract, all disputes concerning questions of fact arising under the Contract shall be decided by the Contractor and NID subject to a written appeal by the Contractor to NID.

- Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the Contract shall be to the extent possible settled amicably between the parties.

- If amicable settlement cannot be reached then the disputed issues shall be settled by arbitration.

11. ARBITRATION

In the event of any dispute or difference arising under this Contract, the matter shall be referred to the Arbitrators one each nominated by NID and Contractor from their respective organizations. In case, the said Arbitrators are not able to settle the dispute by themselves, the matter shall be referred to the Arbitrator mutually nominated by NID and the Contractor and whose decision will be final and binding on both the parties. The venue of arbitration will be NID. Subject to as aforesaid the Arbitration and conciliation Act, 1996 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this Contract.

12. JURISDICTION OF THE CONTRACT

- The Contract shall be considered as having come into force from the date of acceptance of the Work Order.
- The Courts of Ahmedabad shall have exclusive jurisdiction in all matters arising under this Contract.

13. SUBMISSION OF TENDER

- The interested agencies/contractor will have to submit their offer for both campuses and the contractor would be awarded to a single agency/ contractor for both the agencies.
- In-complete and conditional offer would be rejected automatically.

14. TAXES

The applicable taxes would be paid extra on actual and should be mention in the invoice separately .

ANNEXURE- I**TECHNICAL BID**

1.	Name of the Firm with full Address of the Bidder - Contact Details Phone nos./Fax no. E-mail/Website, if any	
2.	Date of Establishment, with a copy of the registration details, etc.	
3.	Name and Contact Nos. of the authorized person in relation with this Tender.	
4.	Whether the firm is proprietorship / partnership – details may be furnished	
5.	Attach copies of the valid certificates of GSTIN / PAN	
6.	Attach complete details of the firm's godown / Workshop with a list of Technical Staff, equipments and machinery etc. infrastructure.	
7.	Give full names, addresses and contact details of the authorized officials, of the organizations where the bidder executed such type of event specially educational institutes.	
8.	Give a Statement of major Clients with their Address during last three years.	
9.	Attach copies of the last two financial years Income tax returns and Annual Accounts.	
10.	PAN / GST Registration details.	

I/We certify that the above statements are true and I/ we undertake to submit any other Testimonials certificates whenever called for in support of our statement.

Place:

Signature, Name and Stamp of the authorized Signatory of the firm

Date:

COMMERCIAL OFFER

ANNEXURE – II

FOR NAVRATRI EVENT TO BE CELEBRATED IN NID BACK FIELD AREA – Rate for one day

Sr. No.	Item Description	Approx required quantity	Unit	Rate per unit	Total amount (Rs.)
A	<u>For the event of Navratri celebration (Nine day event)</u>				
1	Supply and Installation of framed mandap for stalls of 15' x 15' - 6 Nos.	1350	Sft		
2	Extra for waterproofing of ceiling of the stalls	1350	Sft		
3	Supply and Installation of tube lights	12	Nos.		
4	Supply and Installation of 15 AMP plug points	15	Nos.		
5	Supply and Installation of Yellow halogen lights	60	Nos.		
6	Supply and Installation of Stage, 2 feet height with carpet	400	Sft		
7	Supply of PVC chairs	150	Nos.		
8	Supply & fixing of Gadi Pat (Navratri Stage)	20	Nos.		
9	Providing and fixing Loose cloth wall (6' Ft. Height)	300	Rft		
10	Supply and Installation of light pole (vari)	40	Nos.		
11	MCB switch for each light pole	50	Nos.		
12	Electric panel board for all above lighting control	1	Nos.		
Amount (Rs.) – (For One Day Only) --- (i)					
Amount for remaining 8 (Eight) days - _____% Rebate					
Amount - Rs. _____ x 8 days --- (ii)					
(A)-----Total amount (Rs) : (i) +(ii) =					

FOR ANNUAL CONVOCATION EVENT

Sr. No.	Item Description	Approx required quantity	Unit	Rate per unit	Total amount (Rs.)
B	<u>On the previous day of Convocation- Dinner at Back Field (One day event)</u>				
1	Supply of PVC chairs	550	Nos.		
2	Supply and Installation of White Metal lights 400 W	30	Nos.		
3	Supply and Installation of Yellow Halogen / LED lights - 2 days use	60	Nos.		
4	Supply and Installation of 10/16 AMP, SP/DP MCB on light pole	6	Nos.		
5	Supply and Fixing of Tables for service counter	50	Nos.		
6	Supply and laying of Framing cloth wall	300	Rft		
7	Supply and Laying of Loose cloth wall	200	Rft		
8	Supply and arranging Kitchen shaamiyana	900	Sft		
9	Supply and installation of Decorative huts above table counter	10	Nos.		
10	Supply and fixing of Electrical panel board for above items	1	Nos.		
	Note : All Electrical wiring works including material, labour etc included in above quoted rates. No extra charge will be paid for electrical work.				
	(B) ---Total amount (Rs) =				

C <u>Supply of material and fixing, installation for Half round stage of wooden and structural steel member as per instruction and design,for Photo session of Graduating students (One day event)</u>					
Sr. No.	Item Description	Approx required quantity	Unit	Rate per unit	Total amount (Rs.)
1	80' x 3' x 1' High with 12mm thick plywood on top	1	Nos.		
2	85' x 1.5' x 2' High with 12mm thick plywood on top	1	Nos.		
3	90' x 1.5' x 3' High with 12mm thick plywood on top	1	Nos.		
4	95' x 1.5' x 4' High with 12mm thick plywood on top	1	Nos.		
5	100' x 1.5' x 5' High with 12mm thick plywood on top	1	Nos.		
6	105' x 1.5' x 6' High with 12mm thick plywood on top	1	Nos.		
7	105' x 3' x 7' High with 12mm thick plywood on top	1	Nos.		
8	110' x 3' x 8' High with 12mm thick plywood on top	1	Nos.		
9	Black cloth on wooden steps (above)	800	Sft		
10	Loose wall of Black cloth of 4' height	110	Rft		
11	Metal steps with railing (height up to 4')	2	Nos.		
12	Wooden framed cloth wall on top step 1.5' height	110	Rft		
Note : All Electrical wiring works including material, labour etc included in above quoted rates. No extra charge will be paid for electrical work.					
(C) ---Total amount (Rs) =					

Sr. No.	Item Description	Approx required quantity	Unit	Rate per unit	Total amount (Rs.)
D	<u>On Convocation day (One day event)</u>				
1	Supply of PVC chairs	1500	Nos.		
2	Supply of PVC chairs with cushion	400	Nos.		
3	Supply and Installation of LED par lights (colored)	50	Nos.		
4	Supply and Installation of Metal White lights 400 W	25	Nos.		
5	Supply and Fixing of 10/15 AMP SP/DP MCB switch on light pole	10	Nos.		
6	Supply making arrangement of High Tea table counters (Tables)	25	Nos.		
7	Supply and fixing of Framed cloth wall of 6' height	60	Rft		
8	Supply and installation of Projector Towers with covering black / green cloth of 8' height	2	Nos.		
9	Supply and Installation of Projection Screen Towers with covering black/ green cloth of 8' height	2	Nos.		
10	Supply and Fixing of 18mm thick Plywood on cameraman's Tower (size can be checked before execution)	2	Nos.		
11	Supply and Fixing Green cloth surrounding of camaraman's tower	2	Nos.		
12	Supply and Laying of Red carpet on Dias (Best Quality)	3300	Sft		
	Note : The necessary electrical wiring is including materials, labor etc. No extra charge will be paid for electrical work.				

	Outdoor Gas heaters (One day event)				
1	Providing outdoor gas heaters for Graduating student's dinner at Back Field (with operator)	8	Nos.		
2	Providing outdoor gas heaters for Chairman's dinner (with operator)	4	Nos.		
	For Chairman's Dinner (One day event)				
1	Supply of PVC chairs without arm and with cover and cushion	80	Nos.		
2	Supply and arranging of Table counter	32	Nos.		
3	Supply and Fixing of Decorative Huts	2	Nos.		
4	Supply and arranging of Kitchen Tables	10	Nos.		
5	Supply and arranging Round tables with cloth and fir	4	Nos.		
6	Supply and fixing of White Cloth 6' x 6'	2	Nos.		
7	Supply and fixing of Loose cloth wall of 6' height	200	Rft		
8	Supply and arranging of Red carpet (best quality)	180	Sft		
9	Supply and installation of White Metal lights 400 W	15	Nos.		
10	Supply and installation of Yellow Halogen lights	10	Nos.		
11	Supply and installation of Electric wiring for all above works	Lumpsu m	Job work		
	(D) ---Total amount (Rs) =				

E	<u>Installation of lights at Eames Plaza and near Main Gate (Two days event)</u>				
	<u>(Quoted rates and amount shall be considered for one day services)</u>				
1	Supply and Installation of White Metal lights 400 W	25	Nos.		
	Amount (Rs.) – (For One Day Only) --- (i)				
	Amount for remaining 1 (One) day - _____% Rebate				
	Amount Rs. _____ x 1 day --- (ii)				
	(E)---Total amount (Rs) : (i) +(ii) =				

E	<u>Supply and Installation of Mandap, tables, chairs, lights etc. for Craft Bazar (Five days event)</u>				
	<u>(Quoted rates and amount shall be considered for one day services)</u>				
1	Supply and Installation of Mandap including framing works	2000	Sft		
2	Supply and arranging of Table counter	25	Nos.		
3	Supply and arranging of PVC chairs	25	Nos.		
4	Supply and Installation of Yellow Halogen / LED lights	10	Nos.		
5	Supply and fixing of Framed cloth wall of 6' height	200	Rft		
6	Supply and Installation of wooden platform	400	Sft		
	Amount (Rs.) – (For One Day Only) --- (i)				
	Amount for remaining 4 (Four) day - _____% Rebate				
	Amount – Rs. _____ x 4 day --- (ii)				
	(F)---Total amount (Rs) : (i) +(ii) =				
	Total Amount(Rs.) : [A]+[B]+[C]+[D]+[E]+[F]=				

Plus applicable Taxes

Amount in Words: _____ (Plus applicable taxes)

The quoted rates include required manpower, tools, palnts, scaffolding, ladders, equipments, communication, transportation, required all electrical works, switches, wiring, cabling, temporary panel board etc. overheads, tools, plants etc.

Note : Upon completion of each event, the approved bidder has to clear the site within next three days time limit.

Signature of bidder with Seal

Mandate Form Contractors/Vendors/Suppliers
(For Making Payments through RTGS/NEFT)

1	Particulars of Contractors/Vendors/Suppliers :	
	(a) Name of Contractors/Vendors/Suppliers	
	(b) Address	
	(c) Mobile No.	
	(d) E-mail ID	
	(e) PAN No. (Attached copy of PAN)	
	(f) GST No.	
2	Particulars of Bank Account :	
	(a) Name of the Bank	
	(b) Name of the Branch	
	(c) Branch Code	
	(d) Address	
	(e) City Name with Pin Code	
	(f) Telephone No.	
	(g) NEFT/IFSC/RTGS Code	
	(h) 9 Digit MICR code Appearing on the cheque book	
	(i) Category of Account	
	(j) Contractors/Vendors/Suppliers Name as per Bank Account	
	(k) Type of Account	
	(l) Account No.	
	(m) Copy of Cancelled Cheque	

*

Changes, if any, in above is to be intimated within seven days.

- Encl.: 1) Copy of PAN Card, GST Registration Certificate
2) Copy of Cancelled Cheque

Date: _____

(Signature)

Place: _____

(Authorized Signatory Name & Designation
with Seal)