

Dr B. R. AMBEDKAR UNIVERSITY DELHI

E-TENDER DOCUMENT

FOR

**Hiring, fixing and arranging Tentage, allied Lighting, LED Screens, high-definition stereo PA system, Flower Decoration, back-drop banner, portable toilets, power supply thorough power generators and allied services for 7th Convocation 2018 of
AUD**

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**Dr B. R. Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi – 110 006
Contact No. 011-23860230
Email – drestate@aud.ac.in**

Schedule of E-tender

E-tender enquiry Number	No. AUD/22-1/Estate-93/2018-19	
Estimated Value of E-tender	Rs 18,00,000/- (Rupees Eighteen lakh only)	
Date/ time of release of e-tender through e-procurement solution	02.11.2018	2.00 PM
Start date/ time of submission of online bid	02.11.2018	2.00 PM
Date/ time of Pre bid meeting (at Estate Division, Dr B. R. Ambedkar University Delhi, Kashmere Gate, Delhi 110006) and visit of the site by the bidders	08.11.2018	2.30 PM
Last date/ time of downloading bid document	22.11.2018	2.00 PM
Last date/ time of submission of online bid	22.11.2018	2.00 PM
Date/ time of opening of Technical bid	22.11.2018	2.30 PM
Date/ time of opening of Financial bid	Will be notified later	
Date of Completion of job as per e-tender	06.12.2018	12.00 PM
Date of Convocation	07.12.2018	

अम्बेडकर विश्वविद्यालय दिल्ली



Ambedkar University Delhi

No. No. AUD/22-1/Estate-93/2018-19

Dated: 23.10.2018

To,

Subject: Notice inviting e-e-tender for arrangements of Hiring, fixing and arranging Tentage, allied Lighting, LED Screens, high-definition stereo PA system, Flower Decoration, back-drop banner, portable toilets, power supply thorough power generators and allied services for 7th Convocation 2018 of AUD to be held on 08.12.2018

E-tenders are invited from eligible and experienced Firms for arrangements of TENTAGE, LIGHTING, LED SCREENS, HIGH-DEFINITION STEREO PA SYSTEM, FLOWER DECORATION, GENSET AND ALLIED SERVICES during AUD Convocation at the Dr B. R. Ambedkar University Delhi, Kashmere Gate, Delhi 110006. Separate Technical Bid and Financial Bid shall be submitted online as per Schedule of e-tender

Bidders should read the e-tender document carefully and comply strictly with the conditions, while submitting their bids. Clarifications, if any, may be sought from AUD Estate Division on Telephone No 23860230. E-tender can be submitted online on website 'govtprocurement.delhi.gov.in'. Manual bids will not be accepted under any circumstances.

Deputy Registrar (Estate)

Terms & Conditions of the E-tender

1. Parties:

Parties to the contract are the E-tendering Firm/ Company/ Agency and Dr B. R. Ambedkar University Delhi (AUD).

2. Contractor:

The term Contractor shall mean Company, Firm, Agency or the party to whom the Contract is awarded and shall include his/ her/ their heirs, legal representative, assigns and successors.

3. Scope of Work:

Arrangements of **Hiring, fixing and arranging Tentage, allied Lighting, LED Screens, high-definition stereo PA system, Flower Decoration, back-drop banner, portable toilets, power supply thorough power generators and allied services for 7th Convocation 2018 of AUD** as described in Annexure-I.

4. Location/ Site:

The convocation will be held in the Kashmere Gate Campus of Dr B. R. Ambedkar University Delhi. The Bidders, in their own interest, are advised to inspect the site at their own cost and see its physical condition before submitting e-tenders. Bidders may visit site on the day of pre-bid meeting also.

5. Eligibility Criteria:

(a) The Contractors, who have an **annual turnover of more than Rs. 20,00,000 (Rupees twenty lakh) only during each of the last three years (2015-16, 2016-17 and 2017-18) shall only be eligible.**

(b) In the last three years, the Contractors should have successfully executed

Three similar work each costing not less Rs. 720000/- or

Two similar works each costing not less than Rs. 1080000/- or

One similar work costing not less than Rs. 1440000/-.

Similar work will be considered as defined as the work for **Hiring, fixing and arranging Tentage, allied Lighting, LED Screens, high-definition stereo PA system, Flower Decoration, back-drop banner, portable toilets, power supply thorough power generators and allied services** for high level functions function like Foundation Laying Ceremony / Inauguration Ceremony/ Convocation / Cultural Festival / Sports Function of State Govt. University / Centre Govt. University /

Public Sector Unit, Convocation / Cultural Festival / Sports Function of State / Centre Govt. Universities, IITs, IIMs and wherein high govt dignitaries are either chairing or are chief guests, at in any department of Central or State Government/ Public Sector Undertakings/ Autonomous bodies of Govt. of India or State Govt./ National level Educational Institutions/ Professional Bodies in India or abroad.

The value of executed work shall be brought to current costing level by enhancing the completion value of work at simple rate of 7% per annum calculated from date of completion upto last date of submission. Joint venture bidders will not be allowed.

(c) Representatives of AUD shall have the authority to inspect the godown(s) and office(s) of the Contractor to adjudge the capability of his claim in executing the jobs. If it is felt that the Contractor does not have the capability to carry out the specified job in such an event, AUD reserves the right to reject the bid on technical grounds. The decision of AUD in this regard would be final and binding.

(d) Copy of completion / performance certificate issued by the officer of client University of the rank of Executive Engineer or equivalent will have to be submitted Completion / Performance certificate must indicate date of completion, nature of work (to establish similar nature of work), name and address of client, value (completion) of work.

(e) Valid PAN No. in name of the bidder

(f) Valid GST No.

(g) Affidavit to the effect that the firm was not blacklisted in any Government University in last five years must be filed along with the bid. **(Annexure –IV).**

(h) To become eligible for opening of price bid, the bidders shall have to furnish an affidavit as under:-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of University, then I/We shall be debarred for bidding in AUD in future forever. Also, if such a violation comes to the notice of University before date of start of work, the Officer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee. (Scanned copy to be uploaded at the time of submission of bid.)

(i) Power of attorney in favour of signatory in case of partnership firm / company alongwith partnership deed / memorandum of articles of association.

(j) The Bidder should have PAN No. and GST No. and should submit legible attested copies these documents with Technical Bid.

6. Validity of E-tender:

The e-tender is valid for a period of six months.

7. Validity of Bids:

The bids submitted by the Bidders shall be valid for a minimum period of 90 days, computed from the date of opening of Financial Bid. The validity may be further extended for a further period of three months, one month at a time, by mutual consent.

8. Pre-bid Meeting:

A pre bid meeting shall be held as per Schedule of Tender in Estate Division, AUD Kashmere Gate Campus, in which the bidders may visit actual site and briefed about the scope of work. Clarifications, if any, will be issued on AUD website aud.ac.in.

9. General Conditions:

(a) Both Technical and Financial Bid are to be submitted concurrently duly digitally signed on the Delhi Government's Public Procurement Portal '**govtprocurement.delhi.gov.in**'.

(b) The online bids (complete in all respect) must be uploaded online in two documents (**Technical bid** and **Financial bid**) as per **Annexure-II and Annexure-III** respectively on e-tender site.

(c) The bidders shall have a valid digital signature certificate for participation in the online e-tender process. The cost of digital signatures, if any, will be borne by respective bidders.

(d) All other documents as per requirement of Technical Bid shall be uploaded online through portal website '**govtprocurement.delhi.gov.in**'. The Bidder shall bear all costs associated with the preparation of his e-tender document including cost of any clarifications, required by AUD.

(e) When deemed necessary, AUD may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. AUD may, if so required, ask the Bidder to give presentation for the purpose of clarification on the e-tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.

(f) AUD will examine the e-tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the e-tenders are generally in order.

(g) A e-tender determined as not substantially responsive will be rejected by AUD and may not subsequently be made responsive by the Bidder by rectifying the non-conformity.

(h) AUD may waive off any minor infirmity or non-conformity in the e-tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of AUD in this regard will however be final and binding.

(i) Bidder shall not be permitted to withdraw his/ her/ their offer or modify the terms and conditions thereof after acceptance of e-tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Performance Guarantee, will be forfeited by the University. Besides this, the Bidder will also liable to be debarred/ blacklisted from participating in the e-tendering process of AUD in future or fined.

(j) Canvassing in connection with e-tenders is strictly prohibited and the e-tenders submitted by the Contractors who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by AUD.

(k) E-tender containing any condition leading to unknown/ indefinite liability is liable to be summarily rejected.

(l) Any modification/ corrigendum issued with regard to this e-tender document shall be uploaded on 'govtprocurement.delhi.gov.in' website and AUD website only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the e-tender for ascertaining any modification/ corrigendum issued in this regard.

(m) The e-tender bid and copies of certificates and documents should be duly signed and stamped by the authorized person on all pages and the scanned PDF copies be uploaded on e-procurement site. Initial/ signature will indicate the acceptance of the e-tender document by the Bidder.

10. Technical Bid : The bidder will upload following documents along with the Technical Bid:

(a) Earnest money deposit amounting to Rs. 90,000/- in form of demand draft or pay order drawn in favour of Registrar, AUD, New Delhi Shall be scanned and uploaded to e-tendering website within the period of tender submission and original should be deposited in office of Dy. Registrar (Estate), Admin Block, AUD, Kashmere Gate, New Delhi in separate envelope marked EMD, Tender for Tentage AUD Convocation 2018

(b) Technical Bid, duly filled in the prescribed format specified at Annexure II of this e-tender document. Bidders are required to sign on every page of Technical Bid and upload the same online.

(c) PAN No.

(d) GST No.

- (e) Copies of Income Tax Return filed for the last three financial years/ copies of audited accounts statement issued by CA mentioning details of turnover duly certified by the CA under his stamp.
- (f) Copies in support of executing similar works as per Para 5 (b) above.
- (g) Certificate for not being blacklisted (Annexure IV).

11. Financial Bid:

(a) The Financial Bid should be uploaded in the format given in Annexure–III. The Financial bids of the e-tender will be opened after evaluation of the technical bids. Financial bids will be opened only for such bidders, whose bids are found responsive in technical evaluation. Financial Bid should be filled in only as per unit for which rate is called. Deviation from prescribed unit will cause rejection of the whole e-tender.

(b) **The consolidated price quoted shall be firm and final and payable for the goods delivered & installed and shall include all taxes, duties, cartage, labour charges etc.** as applicable. Vague offers such as custom duty extra, cartage extra, tax extra etc shall not be accepted. Any extra taxes, duties, levies not written in the Financial Bid table but written separately at any other place in the bid document shall not be considered and the bidder shall bear it.

(c) If no amount is mentioned against any item/ column then its value shall be considered as ZERO and Bidder has to provide/ supply that item/ facility free of cost.

(d) If there is a discrepancy in rates between figures and words, the amount given in words will prevail.

(e) In the case of successful Bidder, rates quoted shall be valid for a period of six months from the date of opening of Financial Bid, which may further be extended on mutual consent.

12. Criterion for Evaluation of E-tenders:

(a) The evaluation of bids will be made by a E-tender Evaluation Committee at AUD first on the basis of technical information furnished in form given in Annexure–II and then on the basis of commercial information furnished in form given in Annexure–III.

(b) The Committee will have the right to either call for a sample of the item(s) being procured or inspect the office/ warehouse/ godown of the bidder to ascertain the quality related aspects at the time of opening of technical bids. The bidder should facilitate the same.

(c) As a part of the process to evaluate the e-tenders, the E-tender Evaluation Committee may invite the bidders to make a presentation before it.

(d) AUD will award the contract to the Bidder whose e-tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be competent to perform the contract satisfactorily. AUD shall however not bind itself to accept the lowest or any e-tender bid, wholly or in part.

(e) It must be kept in view that no decision will be given by the E-tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the Bidders or their representatives will be their own view and the University will not be responsible and will not abide by the same.

13. Award of Work:

(a) The e-tender shall be awarded on the total value of all the items as per the financial bid.

(b) AUD will have the right to make alternative arrangement for completion of the work through some other Contractor of its choice at his/ her/ their risk and cost, in case the successful Bidder fails to complete work or part of work. In that event, the entire cost so incurred by AUD will have to be recovered from the original Contractor **and the same will be deducted from the Bill/ Performance Security amount/ EMD**

(c) When deemed necessary, AUD may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. AUD may, if so desired, ask the Bidder to give presentation for the purpose of clarification of the e-tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the Bidder.

14. Right of Acceptance and Other Provisions:

(a) AUD reserves the right to accept or reject any or all bids/ quotations without assigning any reason and also does not bind itself to accept the lowest bid/ quotation or any e-tender. Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice to the Bidder's quotation or any e-tender. Successful Bidder will be informed of the acceptance of his/ her bid in writing. Necessary instructions regarding the amount and time provided for Security Deposit, if any, will be communicated.

(b) Any failure on the part of the Contractor to observe the prescribed procedure and any attempt to influence AUD for furtherance of his/ her interest, the work order will be cancelled forthwith. The decision of AUD in this regard will be final.

(c) AUD reserves the right to accept the whole or any part of the e-tender as portion of the quantity offered, which the Bidder shall supply at the rates quoted.

(d) AUD reserves the right to cancel the e-tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.

(e) AUD reserves the right to place demand for any additional item depending on the prevailing requirement and increase or decrease quantity of the items given in the Annexure-I.

15. Time Schedule for Completing of Work:

(a) The Contractor should start the work three days before the scheduled date of convocation and must complete it satisfactorily by **11.00 am on 06.12.2018** (except floral decoration) and handover the completion charge report of the work done, to the Deputy Registrar (Estate) or the designated officer or committee in writing. Upon receipt of the completion report, the AUD committee or Deputy Registrar (Estate) or his/ her nominee shall carry out a joint inspection of the work with the Contractor.

(b) In case, no completion letter for handing over of the Convocation tents is given by the Contractor, AUD shall consider the recommendation of the Deputy Registrar (Estate) or the designated committee for invoking penalty etc. for delay in work, if any.

(c) The Contractor shall engage technically qualified personnel in sufficient numbers for executing the work. AUD reserves the right to call for the details of staff so engaged by the Contractor.

(d) The Contractor shall be allowed to carry put floral decoration on the morning of **07.12.2018** and the same shall be completed latest by **7.00 AM**.

(e) The Contractor or his/ her workers shall perform the electricity related works under supervision of the Executive Engineer (Civil), AUD or his/ her representative.

16. Performance of Work:

(a) The colour scheme of the Convocation and Robing areas will be checked by Contractor from AUD before start of work.

(b) The Contractor will be responsible for the up-keep and maintenance of the entire tented as well as open area till the end of the Convocation, for which no extra payment shall be made. Breakage and damages, if any, shall immediately be replaced/ repaired without any extra cost.

(c) The dismantling of structures should begin only after written permission from the AUD/ Deputy Registrar (Estate) in writing. But, if it is done without prior permission and loss of any material or property, on the basis of complaint, if any, is brought to the notice of the AUD/ Deputy Registrar (Estate), AUD shall provide a list of the losses to the Contractor. The Contractor will be liable to pay the total amount of such loss thus incurred.

(d) The Contractor shall indemnify the University and its officers against all damages/ charges and expenses for which the Government may be held liable or pay on account of the negligence of the Contractor or his/ her workers or any person under his/ her control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof. AUD shall not be responsible financially or otherwise for any injury to the Contractor or person deployed by him/ her during the course of performing duties.

(e) The Contractor should safeguard his/ her inventory at own cost. In the event of any accident or on account of natural calamities/ riots or any other reason whatsoever during the execution of work or during the period of the Convocation, the Contractor shall not be entitled to any compensation or claim from AUD, for any loss to his/ her manpower, articles, dead stock, furniture, fixtures, etc.

17. Insurance:

It will be the responsibility of the Contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his/ her own cost. The Contractor should take necessary precautions to safeguard against possible hazards/ accidents. AUD shall not be liable to pay any additional amount to the Contractor in case of any accident/ mishap and loss to the items/ equipment/ facility of the Contractor in case no insurance cover is taken by the Contractor for the items/ facility provided.

18. Subletting of Work:

The Contractor shall not assign or sublet the work/ job to any other person or party. If it is noticed by AUD that the Contractor to whom work has been awarded, sublets the work to other Contractor/ party including those person or persons who participated in the bidding process, then penalty of up to 25% on total bill shall be imposed. Apart from above, such Contractor can also be blacklisted from future e-tendering of the University.

19. Terms of Payment:

(a) Material is required to be supplied and installed by the Contractor at AUD Kashmere Gate Campus on specified address. Payment shall be made through NEFT transfer only and TDS as applicable will be deducted, after satisfactory completion of work. For this purpose contractor is advised to submit a cancelled cheque of the bank account of the contractor.

(b) 100% payment would be made after successful completion of work and submission of bill and satisfactory report submitted by the Estate division. No advance payment will be released. This is subject to the adjustment of penalties or deductions, if any.

20. Earnest Money Deposit (EMD):

(a) The original hard copy of Earnest Money Deposit (EMD) of Rs. 90,000/- in the form of Demand Draft in favour of "**Registrar, Ambedkar University Delhi**" payable at Delhi is required to be submitted in a sealed envelope superscribed "**E-tender for arrangements of tentage, decoration and all associated work during Convocation**", on or before the closing date and time of e-submission of online bids to The Registrar, Dr B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, failing which the bids will not be opened and downloaded from e-procurement site.

(b) Bidders shall not be permitted to withdraw their offer or modify the terms and conditions of the e-tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, or only undertake to do portion of the work, the aforesaid amount of earnest money will be forfeited by the University. Besides, the Bidder will also be debarred/blacklisted from participating in the future e-tendering of the University or fined.

(c) The EMD of other bidders will be returned after placing of the order to the successful bidder.

21. Performance Security:

(a) The Contractor selected would be required to furnish a Performance Security equal to 5% of the cost of the work order **within three working days** from the date of issue of work order, in the form of Demand Draft/ Bank Guarantee from any Scheduled Bank in favour of "**Registrar, Ambedkar University Delhi**" payable at Delhi. In case the Performance Security is submitted in the form of Bank Guarantee, the same should be valid for a period of 3 (three) months beyond the date of expiry of the contract.

(b) The Performance Security Money so deposited along with the EMD will be retained for a period of three months after the event has concluded, and refunded along with balance payment without any interest.

22. Breach of Terms and Conditions:

In case of breach of any of terms and conditions, the Competent Authority will have the right to cancel the work order/ job without assigning any reason thereof. Nothing will be payable by AUD in that event and the EMD and Performance security deposit shall also stand forfeited. Besides, the Bidder will also be debarred/blacklisted from participating in the future e-tendering process of the University. AUD's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.

23. Force Majeure:

(a) For purpose of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight

embargo.

(b) If a Force Majeure situation arises, the Contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Contractor shall continue to perform its obligations under the Work Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

24. Liquidated Damages:

In case of failure to complete the job in time, AUD shall impose a penalty of Rs 20,000/- per hour without prejudice and initiate legal action, which the University may deem fit. The Contractor may also be blacklisted for future work. In such situation, AUD shall have the right to make alternative arrangement for completion of the work through some other Contractor of its choice at his/ her/ their risk and cost. In that event, the entire cost so incurred by AUD will have to be recovered from the original Contractor **and the same will be deducted from the Bill/ Performance Security amount/ EMD.**

25. Arbitration:

(a) If dispute or difference of any kind shall arise between AUD and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Vice Chancellor, AUD at Delhi as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties. The venue of arbitration shall be Delhi, India.

26. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

Schedule of Requirement

The schedule of requirement is given below. Minimum acceptable standard will be same as last year. Bidders are advised to see photographs available with the Student Services Division of the University during pre-bid meeting, before submitting their bid:

Ser No.	Description (Items/ Particulars)	Accounting Unit	Quantity	Remarks
1	Water proof Hanger for Convocation area (Approx 1200 sq mtr)	Nos.	01	
2	Water proof Hanger for Robing area (Approx 300 sq mtr)	Nos.	01	
3	Water proof Pagoda/ Marquees for Registration area (Approx 25 sq mtr)	Nos.	04	
4	VIP Entrance Gate near Robing area	Nos.	01	
5	Entrance Gate for students entry	Nos.	01	
6	Side masking screen 8 ft high from VIP Entrance to Robing area	Work	01	
7	Red carpet of standard width from VIP Entrance to Robing area, from Robing area to Convocation area, & inside the Convocation area and Robing area (Rate to be given per sq. mtr)	Sq. Mtr.	2500	
8	Screening in the open area with 8 ft high masking screen	Sq. Mtr.	1100	
9	Complete stage arrangement for 30 persons (size 60 ft x 24 ft, height 3 ft), with secure and convenient steps on two sides, including carpeting and all associated work	Work	01	
10	Ramp for Disabled persons 12' x 6'	Work	01	
11	Complete pedestal arrangement for Group Photograph area for 50 persons to sit/ stand in three rows (Approx 240 sq ft)	Work	01	
12	Truss covering for Group Photograph area	Work	01	
13	Draping scalping in the Photograph area	Work	01	
14	Chairs for stage	Nos.	30	
15	Chairs with white cover	Nos.	1000	
16	Sofa of good quality for seating of minimum three persons	Nos.	40	
17	Centre table wooden (3' x 2')	Nos.	10	
18	Round tables (Four seater) with cover	Nos.	20	
19	Table(s) for Registration area (6' x 2')	Nos.	30	
20	Queue Managers	Nos.	06	

21	Mike/ Public address system with speakers (JBL/ Bose or equivalent quality) and all accessories having Two stage mikes Two hand held cordless mikes Two mikes with stand	Work	01	
22	Silent generator 80 KVA conforming to the govt instructions and guidelines	Nos.	02	
23	LED 150 Watt Lighting arrangement in the Convocation area and Robing area (Approx 1400 sq. mtr.)	Work	01	
24	LED 150 Watt Lighting arrangement in the open area (Approx 1000 sq. mtr.)	Work	01	
25	Par 64 stage lights for main stage	Work	01	
26	Metal Head Light for side stage and back stage area	Work	01	
27	Flower decoration with good quality of fresh flowers a. Stage b. Convocation area including two entrance gates c. Two main gates of the University d. Robing area	Work	01	
28	Table bouquet for stage	Nos.	02	
29	Door mats 5 ft x 2 ft	Nos.	10	
30	Fire extinguishers ABC Type, 9 Kg	Nos.	30	
31	Water filled fire buckets	Nos.	30	
32	Sand filled fire buckets	Nos.	30	
33	Fire beaters	Nos.	10	
34	Dual field metal detector (with cartridges)	Nos.	03	
35	Portable toilets with associated fixtures and facilities	Nos.	04	
36	Dust bin (Minimum 55 ltr)	Nos.	20	
37	Polythene sheet to cover chairs, sofas etc a night prior to protect against dew	Sq. Mtr.	1200	
38	Pagoda for lunch area 5 m x 5 m	No.	5	
39	Serving tables with suitable decoration for lunch pagodas	No.	15	
40	Round tables large size for lunch area	No.	30	
41	Chairs duly covered with white cloth cover for lunch area	No.	200	
42	LED Light arrangement in lunch pagodas	no	15	
43	Massing screen for lunch area of 30*10 mtrs.	Work	1	

Signature:
Name of the Firm/ Agency :

Name & Designation
Seal of bidder :



VIP Entrance Gate



Chair for Stage



Seating Arrangement Robing Area



Water Proof Hanger



Pagodas



Portable Toilet



Chair with White Cover



Table for Registration Area



Sofa



Centre Table

Technical Bid

1. Name & Postal address of the bidder:

Telephones Nos.:

Fax Nos.

E-mail:

Mobile Nos:

2. Name & address of Owners/ Partners/ Directors :

3. Nature of Agency (Sole/ Partnership/ otherwise) :

4. If Registered, Regn No with validity of registration with appropriate authority (upload copy):
5. GST Registration No. (Upload copy):
6. PAN No. (Upload copy):
7. Details of turnover in the last three financial years (**indicate year-wise and upload audited document**) :
 - (a) Year 1 –
 - (b) Year 2 –
 - (c) Year 3 –
8. work orders of value as mentioned in the “Eligibility Criteria” (Upload copies).
9. List of reputed clients, with at least one client belonging to GOI/ State Govt. Dept./ PSU with telephone No.:(upload satisfactory completion certificates)
 - (a) Client 1 –
 - (b) Client 2 –
 - (c) Client 3 –
10. Has your organization been placed in defaulter category by any Govt. Department/ PSU/ Private organisation? If not, please upload a certificate as per Annexure IV to this effect.
11. Are you related in any way with any staff member of AUD : Yes/ No.

12. Check list

Sl. No.	Check list of documents/ Undertakings ?		YES/ NO	Remarks
1	Is demand draft/ banker's cheque for a sum of Rs 90,000/- towards EMD, uploaded?			
2	Is copy of GST Registration certificate uploaded?			
3	Is copy of PAN No. uploaded?			
4	Is audited accounts statement of the last three financial years uploaded?			
5	Are three/ five work orders issued by issued by organizations/ institutions mentioned in the “Eligibility Criteria” uploaded?			

6	Whether list of three reputed users (along with telephone numbers of contact persons) provided?			
7	Is undertaking certifying that the firm is not black listed signed as per Annexure IV and uploaded?			
8	Is certificate as mentioned in eligibility criteria uploaded			

Place :

Signature of the Proprietor/ Authorized Signatory

Date :

Rubber Seal indicating complete address

Financial Bid

Ser No.	Description (Items/ Particulars)	Accounting Unit	Quantity	Rates per unit (Rs.)	Total cost (Rs.)
1	Water proof Hanger for Convocation area (Approx 1200 sq	Nos.	01		
2	Water proof Hanger for Robing area (Approx 300 sq mtr)	Nos.	01		
3	Water proof Pagoda/ Marquees for Registration area (Approx 25 sq	Nos.	04		
4	VIP Entrance Gate near Robing area	Nos.	01		
5	Entrance Gate for students entry	Nos.	01		
6	Side masking screen 8 ft high from VIP Entrance to Robing area	Work	01		
7	Red carpet of standard width from VIP Entrance to Robing area, from Robing area to Convocation area, & inside the Convocation area and Robing area (Rate to be given per	Sq. Mtr.	2500		
8	Screening in the open area with 8 ft high masking screen	Sq. Mtr.	1100		
9	Complete stage arrangement for 30 persons (size 60 ft x 24 ft, height 3 ft), with secure and convenient steps on two sides,	Work	01		
10	Ramp for Disabled persons 12' x 6'	Work	01		
11	Complete pedestal arrangement for Group Photograph area for 50 persons to sit/ stand in three rows	Work	01		
12	Truss covering for Group Photograph	Work	01		
13	Draping scalping in the Photograph	Work	01		
14	Chairs for stage	Nos.	30		
15	Chairs with white cover	Nos.	1000		
16	Sofa of good quality for seating of minimum three persons	Nos.	40		
17	Centre table wooden (3' x 2')	Nos.	10		
18	Round tables (Four seater) with	Nos.	20		
19	Table(s) for Registration area (6' x 2')	Nos.	30		
20	Queue Managers	Nos.	06		
21	Mike/ Public address system with speakers (JBL/ Bose or	Work	01		

	accessories having Two stage mikes Two hand held cordless mikes Two mikes with stand				
22	Silent generator 80 KVA conforming to the govt instructions and guidelines	Nos.	02		
23	LED 150 Watt Lighting arrangement in the Convocation area and Robing area (Approx 1400 sq. mtr.)	Work	01		
24	LED 150 Watt Lighting arrangement in the open area (Approx 1000 sq.	Work	01		
25	Par 64 stage lights for main stage	Work	01		
26	Metal Head Light for side stage and back stage area	Work	01		
27	Flower decoration with good quality of fresh flowers e. Stage f. Convocation area including two entrance gates g. Two main gates of the University h. Robing area	Work	01		
28	Table bouquet for stage	Nos.	02		
29	Door mats 5 ft x 2 ft	Nos.	10		
30	Fire extinguishers ABC Type, 9 Kg	Nos.	30		
31	Water filled fire buckets	Nos.	30		
32	Sand filled fire buckets	Nos.	30		
33	Fire beaters	Nos.	10		
34	Dual field metal detector (with	Nos.	03		
35	Portable toilets with associated fixtures and facilities	Nos.	04		
36	Dust bin (Minimum 55 ltr)	Nos.	20		
37	Polythene sheet to cover chairs, sofas etc a night prior to protect	Sq. Mtr.	1200		
38	Pagoda for lunch area 5 m x 5 m	No.	5		
39	Serving tables with suitable decoration for lunch pagodas	No.	15		
40	Round tables large size for lunch area	No.	30		
41	Chairs duly covered with white cloth cover for lunch area	No.	200		
42	LED Light arrangement in lunch pagodas	no	15		
43	Massking screen for lunch area of 30*10 mtrs.	Work	1		

	Total				
	Taxes & Duties				
	Grand Total				

Amount in words: Rupees
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Unit prices are for reference only and the L-1 bidder will be decided on the Grand Total as above only. The quoted rates shall include all taxes, duties, cartage, labour charges, insurance, custom duty etc. as applicable and no extra shall be payable on this account.

Signature : Name & Designation :

Name of the Firm/ Agency : Seal of bidder :

UNDERTAKING (To be submitted with Technical Bid)

It is certified that I/ my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or any private organisations and no criminal case is pending against the said Firm/ Agency/ Company as on _____.

Signature _____ : Name & Designation _____ :

Name of the Firm/ Agency _____ : Seal of bidder _____ :

Place: _____

Date: _____