

भारत रत्न डा. बी. आर.
अम्बेडकर विश्वविद्यालय, दिल्ली



Bharat Ratna Dr B R
Ambedkar University, Delhi

No. AUD/1-18/2014-15/ 3rd Convocation/
2014

16 October

To,

Sub.: Tender/ Quotation calling notice for arrangements of tenting, decoration and all associated work during Convocation at Ambedkar University Delhi (AUD).

Sealed quotations are invited by AUD from experienced firms who have good experience in carrying out all arrangements for Convocation of a University for decoration of auditorium, robbing area, refreshment area, providing furniture items and supplying of other necessary stores. The quotation is required to be submitted in a sealed cover to the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110 006 duly superscribing “**Tender/ Quotation for Convocation 2014-15 Works**” on top of the cover.

Last Date of submission of tender / quotation: - 27-10-2014 at 12.00 PM

Date of Opening of tender / quotation: - 27-10-2014 at 12.30 PM

The quotation should reach the Office of the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110 006 on or before 12.00 pm on 27-10-2014. Tenderers should read the tender document carefully as enclosed and comply with the instructions strictly while sending their tenders.

Deputy Registrar (Admin)

Copy to:

1. Office of the Dean Student Services
2. Office of the Controller of Finance

Ambedkar University Delhi , Lothian Road, Kashmere Gate, Delhi- 110 006, INDIA * Telefax: +91-011-23863655 * Website: www.aud.ac.in

TERMS & CONDITIONS

1. Sufficient man-power should be available for properly preparing the Auditorium, fitting of electrical equipments etc. Technical manpower should also be provided to ensure safety of erected pandal.etc. Proper electrical connections to be 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 short circuiting and fire. Firms having past experience of making arrangement for convocation for convocation / similar events shall be given preference.
2. Rates should be quoted item wise for the articles, inclusive of all taxes.
3. The University reserves the right to accept or reject any tender or part thereof without assigning any reasons.
4. The institute has right to accept or refuse the supply in parts or full or cancel the Supply order without assigning any reason.
5. The contractor will be responsible for transportation of all material related to his/ her and no extra payment will be made by the AUD on this account.
6. Contractor himself will be responsible for safety and security of his material and AUD will not be responsible for any damage / theft of material of the contractor.
7. For any emergency situation, the contractor will provide solution related to his work at no extra cost.
8. All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill. In case, it is found at some stage that the quality supplied/ to be supplied is inferior, the contract will be cancelled and firm black listed.

9. As the convocation is an important function of the university, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard may inspect material to be used before award of work.

10. All works related to the convocation etc. should be complete by 1st November, 2014 so that any modification / alteration can be made in time. Convocation is scheduled on 3rd November, 2014 in the morning.

11. Before quoting the rates, **the agency shall be advised to inspect the site and working conditions thereof.**

12. Rates will be compared on the basis of grand total and not on the basis of individual items.

13. The successful applicants shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order.

14.

15. All works related to this tender should be completed to entire satisfaction of the AUD, failing which the AUD will have right to cancel the work order and no payment will be made in that case.

16. All precautionary/ safety measures should be adopted by the agency in erecting hangers, tents, fixing lights etc. The University shall not be responsible for any mishappening and loss caused due to the agency's negligence.

17. **Penalties:** In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, AUD shall without prejudice to any other party remedy available to it under the law for the time being in force in the Delhi state:

a. Terminate the supply order at the risk and cost of the bidder whose quotation has been accepted and

b. Recover the amount of loss caused by the damage, failure or default (including the consequential damage).

c. Impose a penalty up to 10% of the total value of the order and confiscate earnest money.

d. The delay in the supply and imposition of penalty shall be subject to “Force Majeure” and “Arbitration” clauses of the contract.

18. Earnest Money Deposit (EMD) of Rs 10,000/- (Rupees Ten Thousand only) in the form of crossed demand draft/ pay order drawn in favour of **Ambedkar University Delhi** shall be enclosed with the quotation. The EMD of unsuccessful tenderer will be returned after completion of the tender process. Quotation received without EMD shall summarily be rejected.

19. The representatives of the firm should be available on telephone and also on mobile to enable this university to call them in emergency situation. Therefore, telephone as well as mobile number(s) will also be provided to AUD.

20. Each page of the quotation is to be **signed by the tenderer and duly stamped.**

21. All rules of AUD will be applicable and decision of Ambedkar University Delhi will be final.

22. All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110 006; The venue of arbitration shall be NEW DELHI (INDIA).

23. AUD reserves the right to reject any or all tender(s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard

shall be entertained. Correspondence during tendering process may invite disqualification.

24. AUD reserves the right of the accepting the tender in whole lot or distinct part of it or the supply can be distributed between more than one bidders.

25. No tender shall be taken into consideration unless it satisfies all the requirements prescribed above and is presented within prescribed time limit. AUD, however, reserves the right to give any relaxation in this connection.

26. The firm should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. should possess PAN, TIN (VAT)/Sales tax and service tax as applicable, copies of which may be enclosed.

27. The list of items given in scope of work on the next page is only indicative. Quantities of items, wherever considered as fixed requirement, have only been mentioned. **Where no numbers are mentioned against the items, the bidder has to write the quantity in his/ her bid, after surveying the site.** The bidder also needs to specify size, features and other differentiating criteria if a number of items under the same description are required to be supplied.

28. **The vendor may include any number of items, which have not been listed in the scope of work, in the end of the list.** These have presently been listed as “other items”. **The bidder is therefore advised to see the area and ascertain requirements before submitting the bid.** Last convocation’s photographs and video recordings are available with Caretaker at the Estate Division, near AUD main gate, which should be seen by the bidder before submitting the quotation.

29. **Special discount/ rebate admissible to Educational Institution/University may be specifically indicated in the quotation.**

Bid/ Quotation for Convocation 2014-15 Works

Scope of Work (Quantities to be mentioned by Bidder, where not mentioned by AUD)

Ser No.	Description (Items/ Particulars)	Accou- nting Unit	Quantity	Remarks
1.	Pipe pandal/ shamiyana with side walls, covered from four sides, water proof cover at top and white colour ceiling			
	a. Refreshment area (Approx 4100 sq ft)			
	b. Robing area (Approx 2000 sq ft)			
2.	Red carpet of standard width in reception area, verandah, side gallery & inside the auditorium			
3.	Complete stage arrangement, conveniently stepped along with red colour carpet			
4.	Carpets (Specify different categories with quantity)			
	a.			
	b.			
	c.			
	d.			
	e.			

e.

1 Standing fans

3.

1 Round tables (Four seater) with cover Nos. 26

4.

1 Serving tables with cover for food
5. (Refreshment area)

1 Drinking water dispenser with jar- 20 Nos. 08

6. litre

1 Disposable glass plastic Nos. 2000

7.

1 Dust bin (Minimum 55 ltr) Nos. 12

8.

1 Welcome banner at AUD entrance Nos. 01

9. (approx size 10 ft x 5 ft)

2 Printed Flex Convocation banner Nos. 01

0. (backdrop) with stand at stage (approx
size 30 ft x 14 ft)

2 Banner at pillars outside auditorium Nos. 02

1. (approx size 10 ft x 5 ft)

2 Banner at auditorium entrance

2. (approx size 20 ft x 8 ft)

2 Floral decoration at auditorium Main

3. Entrance

2 Floral decoration in auditorium Hall
4.

2 Floral decoration at stage
5.

2 Flower Pots- Specify different variety
6. with quantity

2 Balloons with different colours
7.

2 Other item 1
8.

2 Other item 2
9.

3 Other item 3
0.

3 Other item 4
1.

3 Other item 5
2.

3 Other item 6
3.

3 Other item 7
4.

- 3 Other item 8
- 5.

Price Quotation for Convocation 2014-15 Works

S. N.	Items/ Particulars	Grand Total in Rs. of the items and services listed above (Inclusive of All taxes)
1	For AUD Convocation 2014-2015, supply and installation of complete tent and other items required for Auditorium, Robing Area, Lobby Area and Refreshment Area; the work includes tenting, electrical items, furniture, stage arrangement, flower decoration, sound system etc.	

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

