

Form No.	:
Date of Issue	:
M.R. No.	:
Cost of Form	: Rs. 500/-



KENDRIYA VIDYALAYA NO. 1, BHOPAL
(A Constituent unit of KVS, under Ministry of Human Resource Development,
Govt. of India)
Opp. Maida Mill, Arera Hills, BHOPAL- 462011

**NOTICE FOR INVITING TENDERS FOR
PROVIDING OF
TENT HOUSE ITEMS
ON HIRING / RENT BASIS**

Signature of the Bidder along with Seal



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Tender No. F. 53/KV-1/BPL/TLS Contract/2017-18/		Dated : 04/10/2017.
Name of the Work	Cost of Tender Form (Non-refundable)	Bid Security (EMD)
Providing of Tent House items on hiring / rent basis	Rs. 500/- (Rupees Five Hundred Only)	Rs. 10,000/- (Rupees Ten Thousand Only)

Sealed tenders are invited under Two Bid system – Technical Bid & Financial Bid in separate sealed envelopes from Bhopal based reputed, competent, registered and experienced firms/ agencies, having good credentials and should financial standing to provide tent house items for the use of programmes in Kendriya Vidyalaya No. 1, Bhopal or outside as per the details given in the Tender document for a period of one year.

Tender forms costing Rs. 500/- can be obtained from Vidyalaya on any working day (except second Saturday) from the date of uploading tender from in Vidyalaya website / publication of advertisement till 25/10/2017 from 10.00 AM to 01.00 PM. Tender form is also available at website of Vidyalaya www.kv1bhopal.edu.in In case tender form is downloaded from website, the tenderer shall enclose cost of tender form through a Demand Draft of Rs. 500/- in favour of "Vidyalaya Vikas Nidhi Account KV No.1 Bhopal" payable at Bhopal along with Tender form, failing which form will be rejected.

Last date for receipt of sealed tender is 26.10.2017 at 14.00 hrs. and will be opened by the Tender Evaluation Committee (TEC) in the presence of tenderers (if any) or their authorized representatives who wish to be present on 26.10.2017 at 16.00 hrs. in this Vidyalaya. The tenders received after the above said scheduled date and time will not be considered in any manner. The tenders can be sent to this office by speed post / registered post / courier / by hand submitted in Vidyalaya to deputed employee of this office. No tender by Fax / E-mail or any other medium will be entertained. For further details please visit website of this Vidyalaya www.kv1bhopal.edu.in

Principal

Signature of the Bidder along with Seal



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ADVETISED TENDER ENQUIRY SESSION 2017-18
TECHNICAL BID FORM No. -1

Affix latest
Passport size
recent
photograph of
the prospective
Bidder

TECHNICAL BID TENDER FORM FOR PROVIDING TENT- LIGHTING SERVICES

1	Name, address of the firm/Agency and Telephone & Mobile numbers.	
2	e-mail of the firm/ proprietor	
3	Website address of the firm	
4	Registration No. of the Firm/ Agency	
5	Name, Designation, Address and Telephone/Mobile No. of Authorized person of Firm/ Agency to deal with.	
6	Year of Establishment of firm	
7	Whether having ISO Certificate	
8	PAN No	
9	TIN/TAN/CST/ SERVICE TAX NO (Whichever is applicable)	
10	Emplyees Provident Fund Account No.	
11	ESIC Number	
12	License number under Contract Labour (R&A) Act.	
13	Whether firm/agency is registered with tent, light, sound Association, if yes provide registration No. with attested copy.	
14	Details of Bid Security (EMD) deposited:	
	(a) Amount	Rs. (in words)
	(b) DD No.	
	(c) Date of issue	
	(d) Bank Name	

Signature of the Bidder along with Seal

15		To be filled by the Bidder	For office use
	Information to be provided Annual Turnover (in Lakhs) During the last three year in any of the Institute's/Autonomous Institutions/Universities/Public Sector/ Undertakings of the Government of India or autonomous bodies of Government of India or Public Sector Banks or Local Bodies/Municipalities or in any reputed private bank	Rs. (F. Y. 2013-2014)	
		Rs. (F. Y. 2014-2015)	
		Rs. (F. Y. 2015-2016)	
16	Experience of running these services (in years)		
17	Volume of work done during the last three financial years		
18	Address of Agency's office		

NOTE: ENCLOSE THE PROOF FOR ABOVE CITED DECLARATIONS

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

**(Signature of the bidder)
Name and Address (with seal)**

Signature of the Bidder along with Seal

TENDER DOCUMENT

Eligibility Criteria

The Vendor must meet the following criteria (please attach necessary supporting documents for all, in Technical Bid envelope) :

- Should have an annual turnover of Rs. 10 Lakhs per year for past three consecutive years 2013-14, 2014-15 and 2015-16.
- Valid registration proof of the firm.
- Past experience of at least last three years in executing similar kind of work in a reputed organization / institute of education.
- Should have executed at least two works of similar type and magnitude in a government /government controlled autonomous Institute or any other private organisation.
- Should have self-sufficiency and adequate stocking in a store /go down located within the municipal limits of Bhopal.
- All pages of Tender should be signed by the authorized signatory of the company/firm.
- Should possess all statutory requirements as applicable, such as Labour License, Sales Tax, Shop and Establishment registration certificate and PAN card and other statutory requirements with appropriate license from competent authority.

Technical Bid

Technical bid should contains the documents related to bidders qualification and Earnest Money Deposit details & should be marked as “Technical Bid for Tent, light and sound items” along with following documents in a sealed envelope :-

- i. Tender fee in the form of Demand Draft of Rs. 500/- drawn in favour of Vidyalaya Vikas Nidhi Account KV No.1 Bhopal payable at Bhopal from a scheduled or commercial bank or cash receipt of tender fee.
- ii. Demand Draft of Earnest Money Deposit for Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of Vidyalaya Vikas Nidhi Account KV No.1 Bhopal payable at Bhopal from a scheduled or commercial bank.
- iii. Valid registration certificate of the firm from the competent authority.
- iv. Income tax return for the last three years (2013-14, 2014-15, 2015-16).
- v. Income and Expenditure Statement of the firm for the last three years (2013-14, 2014-15, 2015-16). The turnover of the firm should not be less than Rs. 10 Lakh every year.
- vi. Sales Tax/TIN/PAN/Service Tax Number registration certificates of the firm.

Financial Bid

Financial bid should contains the documents related to financial bid of the tender & should be marked as “Financial Bid for Tent, light and sound items” in a sealed envelope contain following details :-

- i. The financial bid must be submitted as per the Annexure the Tender.
- ii. The financial bid should include the rates, taxes etc. and all other charges including transportation, labour etc. with terms and conditions, if any.

NOTE :- Vender should quote rates for individual items separately. For comparison purpose total rates for all the items will be considered as one package. It is compulsory to submit rates for all items separately.

Signature of the Bidder along with Seal

Terms and Conditions for the Tenderers

1. The tenders received late or without Earnest Money (EMD) or submitted without complete documents or incomplete in any respect will not be considered.
2. The tenders will be opened by a Tender Evaluation Committee (TEC) of the Vidyalaya. The tenders will be opened in the presence of the tenderers or their authorized representatives who wish to be present at the time of opening of the tenders.
3. The Vidyalaya also reserves the right to increase or decrease the scope of work by any margin depending on the requirement.
4. For any dispute, the Vidyalaya shall be the final authority and its decision based on TEC shall be final and binding on all the parties.
5. The Vidyalaya reserves all rights to accept or reject any or all tenders in part or full without assigning any reason thereof.
6. The supply of material on hiring/rent basis should be of standard specification.
5. Rates should be quoted item wise for the articles.
3. The rates of taxes, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.
4. The bill must contain the item number of the order against the title supplied.
5. **Delivery :-** The supplier will be responsible for delivery supply and installation of the material in good condition at Vidyalaya or site at their own cost and no other charges for the same is to be payable. Transportation of all items to site and back from Vidyalaya or site is total responsibility of the firm
6. The supplier/selected firm has to supply and install the items well before one day in advance of the ceremony being conducted in Vidyalaya as and when conducted.
7. **Payment :-** Payment will be made in Indian rupees only through account payee Cheque or through NEFT/RTGS (Union Bank of India) within reasonable time.
8. **Sub-letting of the Contract :-** 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 or severe penalty.
9. **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, the Vidyalaya will terminate the supply order at the risk and cost of the bidder whose quotation has been accepted and
 - a. Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
 - b. Impose a penalty up to 50% of the total value of the order and confiscate earnest money.

Main Terms, Conditions & Important Instructions :

1. The successful bidder will have to deposit performance security of Rs. 10,000/- (Rs. Ten Thousand) Only in form of Demand Draft in favour of Vidyalaya Vikas Nidhi Account KV No.1 Bhopal. The EMD amount will not carry any interest.
2. All the items supplied should be as per standard specification, if the items are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier.
3. The Vidyalaya has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
4. Contract can be terminated at any time in case the services are not found satisfactory.
5. In case you are unable to meet the supplies of our ordered items, the bidder will be blacklisted.

6. Transit Insurance if any, will be borne by supplier.
7. All items like (Sofa/Chairs/Carpet/tables etc.) should be in good conditions & will be cleaned by agency's staff after putting it on Vidyalaya/site.
8. Payment will be made as per actual hired quantities put in use.
9. Rate must be quoted on unit basis (including transportation, labor, installation etc.) in the price schedule only including all Taxes (if any).
10. All wirings have to be provided by the firm from the source to be specified by Vidyalaya and all the safety parameters must be followed. 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.
11. For any emergency situation, the contractor will provide solution related to his work at no extra cost.
12. Rates will be compared on the basis of individual items.
13. All precautionary safety measures should be adopted by the agency in erecting hangers, tents, fixing lights, etc. The Vidyalaya shall not be responsible for any mis-happening and loss caused due to the agency's negligence.
14. The representatives of the firm should be available on telephone and also on mobile to enable this Vidyalaya to call them in emergency situation. Therefore telephone nos. as well as mobile nos. will also be provided to Vidyalaya.
15. No Advance Payment will be made.
16. Final payment of the agency will be released after successful completion of event and after deducting all Govt. taxes.
17. Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
18. The Contractor whose tender is accepted will be required to furnish performance guarantee of Rs. 10,000 (Rupees Ten Thousand only) within 15 days of the award of work. This guarantee shall be in the form of demand draft of any scheduled bank drawn in favour of Vidyalaya Vikas Nidhi Account KV No.1 Bhopal payable at Bhopal. Performance guarantee shall be returned after successful completion of work. No interest shall be paid on Performance Guarantee/EMD.
19. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
20. The contractor shall be responsible for watch and ward of all the works, equipment and various materials of his/her. Firm/Agency shall take necessary steps including insurance for safeguarding its equipment, tentage, light, sound items etc against any damage due to any reason. No claim on this account shall be entertained by Vidyalaya.
21. Conditional tenders other than the terms and conditions of the tender document will not be accepted
22. The tender shall remain valid and open for acceptance for a period of **90** days from the last date of submission of tender.

IMPORTANT NOTICE

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders. Conditional quotations are liable to be rejected. The Vidyalaya will process the tender as per the standard procedures. The Competent authority of the Vidyalaya reserves the right to reject any or all or part of bid without assigning any reason and shall also not to be bound to given any clarifications to the agencies whose bids are rejected based on the recommendations of the Tender Evaluation Committee.

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS

The work will be awarded to the L-1 agency (Comparative chart will be prepared on the basis of rates).

In case of tie – in financial bid decision of Tender Evaluation Committee (TEC) of Kendriya Vidyalaya No. 1, Bhopal at that time will be final committee may adopt draw of lots or any other suitable method to break the tie without giving any justification to anyone & decision of Tender Evaluation Committee (TEC) of Kendriya Vidyalaya No. 1, Bhopal cannot be challenged in any manner and also be abide by all the Tenderers.

Signature of the Bidder
(Name and Address of the Bidder)

Signature of the Bidder along with Seal

CHECK LIST OF ENCLOSURES FOR SUBMISSION OF TENDER DOCUMENT

S. No.	DESCRIPTION	Details of Submission
1	Original Tender Documents duly signed on each and every page	YES / NO
2	Demand Draft of Rs. 10,000/-as Earnest Money Deposit	YES / NO
3	Demand Draft of Rs. 500/- as Tender Fee or Money Receipt of Tender Fee	YES / NO
4	Rates mentioned only in the prescribed format (Financial Bid)	YES / NO
5	Latest Sales Tax / Commercial Tax Clearance Certificate	YES / NO
6	Latest Income Tax Clearance Certificate	YES / NO
7	PAN / TAN / TIN / Service Tax Registration No.	YES / NO
8	Work experience certificate	YES / NO
9	Firm is not blacklisted from any Govt. deptt. / Institutions related self declaration	YES / NO

Date :
Place :

SIGNATURE OF THE TENDERER WITH SEAL

Signature of the Bidder along with Seal

FINANCIAL BID**TENT**

Sl. No.	Name of Items / Articles	Specifications	No. / Unit / Sq. ft.	Rate per (inclusive of all charges i.e. transportation, labour charges, installation etc.)	REMARK
1	Carpet (Colours - Red/Green)		Per sq.ft./ day		
2	Takhat (Stage) (3x6)		Per pc/day		
3	Sofa Set (Full Size with cover)	5-seater	Per pc/day		
4	Single Sofa with cover		Per pc/day		
5	Single Sofa without cover		Per pc/day		
6	Table		Per pc/day		
7	Table With cover		Per pc/day		
8	Table Frill		Per pc/day		
9	Table sheet		Per pc/day		
10	Round Table		Per pc/day		
11	Centre Table (Big Size)		Per pc/day		
12	Fiber Chair		Per pc/day		
13	Fiber Chair with Cover		Per pc/day		
14	V.I.P. Chairs with cover (Steel Frame)		Per pc/day		
15	Chair Bow		Per pc/day		
16	V. I. P Chairs without cover (Steel Frame)		Per pc/day		
17	Stage Stair (सीढ़ी)		Per pc/day		
18	Back Drop		Per sq.ft./ day		
19	Pipe Pandal with Plain White Ceiling		Per sq.ft./ day		
20	Pipe Pandal with Decorative ceiling		Per sq.ft./ day		
21	Ceiling Plain without pipe		Per sq.ft./ day		
22	Kanaat		Per sq.ft./ day		
23	Pipe Cover		Per sq.ft./ day		
24	Wall Running feet (Without Pipe)		Per R.ft./ day		
25	Wall Running feet (With Pipe)		Per R.ft./ day		
26	Samyana water Proof		Per sq.ft./ day		
27	Water Proofing		Per sq.ft./ day		
28	Truss Pandal		Per sq.ft./ day		
29	Ply Stage		Per sq.ft./ day		
30	Stage with side and back cover		Per sq.ft./ day		
31	Stage back with Ply		Per sq.ft./ day		
32	Stall (3 x8)		Per pc/day		
33	Garden Umbrella		Per pc/day		
34	Dark House		Per sq.ft./ day		
35	Plastic matty		Per sq.ft./ day		
36	Truss Gate		Per sq.ft./ day		
37	Curtain (15x10)		Per pc/day		
38	Water Tank Steel		Per pc/day		
39	Drum Full size		Per pc/day		
40	Water cooler fan		Per pc/day		
41	Air Cooler with Stand (Big size)		Per pc/day		
42	Ceiling Fan (Big size)		Per pc/day		

43	Pedestal Soundless Fans		Per pc/day		
44	Pedestal Fans (Big size)		Per pc/day		
45	Samai (Big size)		Per pc/day		
46	Podium (Big size)		Per pc/day		
47	Welcome Gate		Per pc/day		
48	Welcome Gate Bengali		Per pc/day		
49	Daree (8x10)		Per pc/day		
50	Bed Sheet Colour		Per pc/day		
51	White Bed Sheet		Per pc/day		
52	Bed Set (Pillow, Gadda and bed sheet)		Per set/day		
53	Bucket		Per pc/day		
54	Cot		Per pc/day		
55	Blanket (WOOLEN)		Per pc/day		
56	Pillow		Per pc/day		
57	Gadda Normal		Per pc/day		
58	Gadda Foam		Per pc/day		
59	Mug		Per pc/day		
60	Balloon decoration (medium size) without gas		Per pc/day		
61	Balloon decoration (medium size) with gas		Per pc/day		
62	Balloon decoration (Big size) with gas		Per pc/day		
63	Balloon decoration (Big size) without gas		Per pc/day		
64	Flower decoration (Gerbera Flower)		Per pc/day		
65	Flower decoration (Marigold/ "Genda" Flower)		Per pc/day		

I/We have seen the tender form and hereby agree to all the terms and conditions of Vidyalaya and rates quoted by us are abide on us.

Name & signature of Authorized person of agency.
Address, Telephone No. Email Address & seal of the Agency