



**ENGINEERING CELL**  
**DELHI TECHNOLOGICAL UNIVERSITY**  
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI – 110042  
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No. DTU/EC//2019-20

Dated:

To,

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**Subject: Notice inviting tender for arrangements of tentage, decoration and all associated work during orientation of Delhi Technological University (DTU).**

Tenders are invited from eligible and experienced Firms for arrangements of tentage, decoration and all associated work during orientation at the Delhi Technological University (DTU). Separate Technical Bid and Financial Bid shall be submitted online as per the following details:

Last Date of submission of tender:	17/07/2019 at 03:00 PM
Date of Opening of Technical Bids:	17/07/2019.at 03:30 AM

Bidders should read the tender document carefully and comply strictly with the conditions, while submitting their bids. Clarifications, if any, may be sought from Engineering Cell on Telephone No 27842188. Tender can be submitted online on website '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)'. Manual bids will not be accepted under any circumstances.

Executive Engineer

## Terms & Conditions of the Tender

### 1. Parties:

Parties to the contract are the Tendering Firm/ Company/ Agency and Delhi Technological University (DTU).

### 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 tentage, decoration and all associated work during orientation as described in Annexure-I.

### 4. Location:

The orientation will be held in the Delhi Technological 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 tenders.

### 5. Eligibility Criteria:

(a) The Contractors, who have an annual turnover of more than Rs. 50,00,000 (Rupees Fifty lakh) during each of the last three years (2016-17, 2017-18 and 2018-19) shall only be eligible.

(b) The specialized firms who have satisfactorily completed the similar nature works as mentioned below during the last five years ending previous day of last date of submission of bids:

In the last three years, the Contractors should have successfully executed minimum three works of value Rs. 10 lakh each or two works of value Rs. 15 lakh each or one works of value Rs. 20 lakh each with 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, by providing similar services

Similar nature works means works of "Providing, water proof mehler technologies germany type event tent, carpet, tables, carpeting, banquet chairs, sofa set, stages."

(c) Representatives of DTU 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, DTU reserves the right to reject the bid on technical grounds. The decision of DTU in this regard would be final and binding.

(d) The Bidder should have PAN No. and GST No. and should submit legible attested copies these documents.

### 6. Validity of Tender:

The tender is valid for a period of two months.

#### **7. Validity of Bids:**

The bids submitted by the Bidders shall be valid for a minimum period of 60 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. General Conditions:**

(a) 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 BOQ respectively on the prescribed tender format.

(c) The bidders shall have a valid digital signature certificate for participation in the online 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 tender document including cost of any clarifications, required by DTU.

(e) When deemed necessary, DTU 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. DTU may, if so required, ask the Bidder to give presentation for the purpose of clarification on the tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.

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

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

(h) DTU may waive off any minor infirmity or non-conformity in the 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 DTU 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 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 tendering process of DTU in future or fined.

(j) Canvassing in connection with tenders is strictly prohibited and the 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 DTU.

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

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

(m) The tender bid and copies of certificates uploaded by the Bidder in pdf form should be duly signed at the given places, together with initials on every page by the authorized person of the Bidder. Initial/ signature will indicate the acceptance of the tender document by the Bidder.

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

- (a) Scanned copy of Earnest Money Deposit Receipt.
- (b) The Contractor should possess PAN No. & GST No., copies of the same should be uploaded.
- (c) Copies of Income Tax Return filed for the last three financial years/ copies of audited accounts statement issued by CA mentioning details of turnover.
- (d) Copies in support of executing similar works as per Para 5 (b) above.
- (e) Certificate for not being blacklisted (Annexure III).

**10. Financial Bid:**

- (a) The Financial Bid should be uploaded BOQ. The Financial bid of the tender will be opened after evaluation of the technical bids and only such bidders, whose bids are qualified in technical evaluation, shall be called for opening of their commercial bids. 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 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.

#### **11. Criterion for Evaluation of Tenders:**

- (a) The evaluation of bids will be made by a Tender Evaluation Committee at DTU 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 tenders, the Tender Evaluation Committee may invite the bidders to make a presentation before it.
- (d) DTU will award the contract to the Bidder whose 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. DTU shall however not bind itself to accept the lowest or any tender bid, wholly or in part.
- (e) It must be kept in view that no decision will be given by the 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.

#### **12. Award of Work:**

- (a) The tender shall be awarded on the total value of all the items.

(b) DTU 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. In that event, the entire cost so incurred by DTU 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, DTU 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. DTU may, if so desired, ask the Bidder to give presentation for the purpose of clarification of the tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the Bidder.

### **13. Right of Acceptance and Other Provisions:**

(a) DTU 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 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 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 DTU for furtherance of his/ her interest, the work order will be cancelled forthwith. The decision of DTU in this regard will be final.

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

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

(e) DTU 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.

### **14. Time Schedule for Completing of Work:**

(a) The Contractor must complete the work satisfactorily by **2.00 PM on 31-07-2019** and handover the completion charge report of the work done, to the Executive Engineer in writing. Upon receipt of the completion report, the Executive Engineer 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 work is given by the Contractor, DTU shall consider the recommendation of the Executive Engineer 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. DTU reserves the right to call for the details of staff so engaged by the

Contractor.

(d) The Contractor or his/ her workers shall perform the electricity related works under supervision of the Assistant Engineer, DTU or his/ her representative.

**15. Performance of Work:**

(a) The colour scheme of the orientation will be checked by Contractor from DTU 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 DTU, 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 Executive Engineer. 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 Executive Engineer, DTU 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 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. DTU 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 DTU 2019, the Contractor shall not be entitled to any compensation or claim from DTU, for any loss to his/ her manpower, articles, dead stock, furniture, fixtures, etc.

**16. 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. DTU 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.

**17. Subletting of Work:**

The Contractor shall not assign or sublet the work/ job to any other person or party. If it is noticed by DTU 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 tendering of the University.

#### 18. Terms of Payment:

(a) Material is required to be supplied and installed by the Contractor at DTU Campus on specified address. Payment shall be made through NEFT transfer only and TDS as applicable will be deducted, after satisfactory completion of work.

(b) 100% payment would be made after successful completion of work and submission of bill. No advance payment will be released.

#### 19. Earnest Money Deposit (EMD):

a) The EMD may be in the form of receipt of a scheduled bank issued in favour of Registrar, Delhi Technological University, Delhi or may be submitted through ECS/RTGS/NEFT direct to receipt account of Registrar DTU as detail given below.

DTU EMD Account No.	30875679275 (Registrar, DTU)
Name of Bank	State Bank of India
Bank Address	DCE Campus, Shahbad Daulatpur, Bawana Road, Delhi- 110042.
IFSC CODE	SBIN0010446
BRANCH CODE	10446
MICR CODE	110002438
SWIFT CODE	SBININBB544

This amount shall be refunded in case of rejection of the bid. Photocopy of the bank details, is required to be scanned and uploaded along with the bid, and or proof of ECS/RTGS/NEFT shall be sent to DTU up to Last Date and Time for receipt of tenders through e-procurement solution.

Bidders shall not be permitted to withdraw their offer or modify the terms and conditions of the 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 tendering of the University or fined.

#### 20. 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 FDR/ Bank Guarantee from any Scheduled Bank in favour of "**Registrar, Delhi Technological 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.



## 21. 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 DTU 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 tendering process of the University. DTU's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.

## 22. 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.

## 23. Liquidated Damages:

In case of failure to complete the job in time, DTU 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, DTU 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 DTU will have to be recovered from the original Contractor and **the same will be deducted from the Bill/ Performance Security amount/ EMD.**

## 24. Arbitration:

(a) If dispute or difference of any kind shall arise between DTU 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, DTU 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.

## 25. 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.

## **ADDITIONAL AND SPECIAL CONDITIONS**

1. Samples for particular items of work shall be prepared, where so specifically desired by Engineer-in-charge, for prior approval of the Engineer-in-charge, before taking up the same on mass scale and nothing shall be payable on this account.
2. Wherever desired by Engineer-in-charge, the contractor shall also construct a sample unit complete in all respect within time specified by the Engineer-in-charge & this sample unit shall be got approved from the Engineer-in-charge before mass construction is taken up .No extra claim, whatsoever beyond the payment due at agreement rates, will be entertained to the contractor on this account.
3. The contractor shall take instructions from the Engineer-in-charge for stacking of materials at site.
4. If as per municipal rules, or due to any other restrictions, the huts for labourers are not to be erected at the site of work by the contractors, then the contractors shall provide such accommodation at such locations as are acceptable to local bodies, or contractor shall make his own alternative arrangement for stay of labourers outside the site of work, for which nothing extra shall be payable.
5. Unless otherwise specifically provided in the Schedule of quantities, the rates tendered by the contractor shall be all inclusive and shall apply to all heights, lifts, leads and depths and nothing extra above quoted rates in agreement shall be payable to him on this account.
6. Other agencies doing works related with this function will also simultaneously execute the work and the contractor shall afford necessary facilities for the same. The contractor shall leave such necessary holes, opening etc., for laying/burying in the work pipes, cables, conduits, clamps, boxes and hooks etc. as may be required for other agencies. Conduits for electrical wiring/cables will be laid in such a way that they leave enough space for concreting and do not adversely affect the structural members. Nothing extra over the agreement rates shall be paid for the same. The contractor shall extend necessary co-operation to other such agencies without any claim on this account.
7. No claim for idle establishment & labour, machinery & equipments, tools & plants and the like, for any reason whatsoever, shall be admissible during the execution of work as well as after its completion.
8. Any damage to work resulting from weathering conditions, defacing or from any other cause such as negligent act on the part of contractor, shall be made good by the contractor at his own cost.
9. The order of preference in case of any discrepancy as indicated in condition no 8.1 under "Conditions of Contract" given in General conditions of contract for works 2014 form may be read as the following:
  - 9.1 Description of item nomenclature in the schedule of quantities.
  - 9.2 Particular specifications.
  - 9.3 Additional and Special conditions.
  - 9.4 Contract Clauses of General conditions of contract for P.W.D. works.
  - 9.5 CPWD specifications as mentioned in Schedule 'F'.
  - 9.6 Architectural Drawings, if any.
  - 9.7 Sound Engineering Practice.

10. The words "Equivalent", "Approval" and authorized" in these specifications shall imply and require written approval of the Engineer-in-Charge.
11. The Executive Engineer has got the right to accept or reject the tender as whole or part of it and no claims what so ever will be entertained on this account.
12. No payment will be made to the contractor for damages caused by rains during execution of the works and no claim on this account will be entertained.
13. The dismantling wherever required shall be done in a manner so that no other portions of the work or its fixtures are damaged. If any damages are done to the other agency work it will be made good by the contractor at his own cost and no claim what so ever will be entertained on this account.
14. The rates for all items of work shall (Unless clearly specified) include the cost of all labour material and other aspects involved in the execution of work.
15. The contractor shall make his own arrangement for getting the permission (to ply the trucks) from the traffic police for carrying out work.
16. The contractors are advised to get acquainted with the proposed work and other factors involve in it and also study the specifications and special conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions and ignorance of specifications and special conditions.
17. All dismantled materials/ Building rubbish/ Malba and other such material received and collected by the contractor during the course of execution of work will be removed from the site of work on the same day positively otherwise it will be removed by the department and recovery at double the cost of removing shall be made from the contractor's bill.
18. Tender with contradictory conditions/ Rebate will be rejected straight away.
19. The contractor shall write correct postal address on the application for tender papers. In case it is found that the address given in their application is not correct and as a consequence of the same if any registered letter sent through postal authorities is received back by the department undelivered to the contractor, the contractor shall be fully responsible for all the consequence and any such letter sent through registered post shall be deemed to have been delivered to him.
20. Wherever any reference to any Indian Standard specification occurs in the documents relating to this contract, the same shall be inclusive of all amendments issued there to or version thereof, if any, upto date of receipt of tender. All the materials shall be got approved from the Engineer-in-Charge before it is put to use. Before the start of the work
21. Existing drains, pipes, cables, overheads wires, sewer lines and water lines and similar services encountered in the course of the execution of the work shall be protected against the damage by the contractor at his expenses. The contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operation of such services.

22. Before starting the work the contractor shall chalk out a programme in consultation with the Junior Engineer / Assistant Engineer in charge so it may be completed accordingly. The contractor shall have to adhere this programme, In order to ensure that the work is carried out according to the programme drawn up, the contractor shall ensure adequate supply of the material and employ required labour strength for execution of work. In case contractor fails to arrange / employ adequate labour and stick to the programme, the Engineer in charge may supplement the labour at the risk and cost of the contractor after issue of one day's notice to the contractor through site order book. No claim for idle labour shall be entertained. The contractor shall put his representative daily on site of work. His name & signature shall be attested by the contractor on the record for the department.
23. No T & P shall be supplied by the department.
24. The contractor shall be responsible for behavior and conduct of his worker. No worker with doubtful integrity or having a bad record shall be engaged by the contractor.
25. All the items as per schedule of work must be completed before date of event at any cost for which if needed work may be executed in shift basis and night for which nothing extra shall be paid.
26. There may be some restrictions on free movement of labourers at site and restriction of working hours and the agency shall consider this fact while quoting the rates and executing the work. Photo passes if any required for worker shall be responsibility of the contractor. It is the full responsibility of contractor for the identity of worker.
27. Contractor has to make his own arrangement of desired transportation & nothing extra shall be payable on this account.
28. The work is required to be executed in DTU area in odd hours and the agency shall plan the work to be carried out accordingly. The handling of material is to be done at site double or more time due to security reasons for which nothing extra shall be paid.
29. Work being that of national importance requires execution in a time bound manner in prescribed time from the date of start as per direction and satisfaction of Engineer-in-charge failing which tough disciplinary action against the contractor shall be initiated under agreement clauses.
30. Contractors are advised to read the items, conditions and should see the site before submitting their tenders.

The site of work will be cleared in all respect upto next day of the Event.

## Annexure I

## Schedule Of Work

Name of work :- Arrangements of tentage, decoration and all associated work during orientation of Delhi Technological University

S. No.	Items	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
1	Making water and fire proofing shed made for any height as required of 650 GSM Mehler Technologies Germany made cover or equivalent of white aluminium hanger shed on hire in slope with aluminium extruded hollow vertical post for pillar & tubular members for truss including aluminium purlin to support structure with nuts and bolts / hooks, base plate of hanger shall be fixed with M.S. spikes in existing ground and vertical covering panel shall be properly tight from top, bottom & sides to be wind passing and shall be completely water tight (duly tested and certified), to be completed before schedule date dismantling the same i/c carriage of all materials from shop / Store to site and back after the function is over all as per directions of Engineer-in-charge. (Onetime payment for complete job of function, nothing shall be paid for maintenance & erection up to completion of function. Only plan area shall be measured for payment).	3716	Sq. Metre		
2	Supplying and spreading of carpet as per site requirements on hire basis, i/c carriage from shop / store to site, as per the actual site requirement and removing back to shop after the function as per directions of Engineer-in-charge.	3716	Sq. Metre		
3	Supplying and laying on hire, good quality new banquet chairs (in single colour of olive green shade) having water proof cushioned seat and back, four legs (of approved quality nickel polish) i/c arranging them in position and cleaning the chairs daily as per requirement as directed by Engineer-in-charge up to 7 am	3200	Nos.		
4	Supplying and placing on hire, good quality three seater sofa (i.e. 3 seats) with cushion and white cover along with one center table for and removing the same after function is over, as per directions of Engineer-in-charge. (Onetime payment shall be made for the date mentioned below i.e. complete function)	60	Nos.		
5	Supplying and placing on hire for erecting wooden open stage of suitable made of decorative cloth, wooden stair etc. as per direction of Engineer -In-Charge.	107.23	Sq. Metre		
6	Supplying and placing on P.A. system, Line array speakers 750 watt with power amplifier (KV2VHD/VRX932LA JBL or equivalent including truss, Bass Speaker 2000 watt (SRX Bass Bins -728 JBL or equivalent), Single speaker 1200 watt (SRX	1	per job		

Top 725 JBL or equivalent, big stand microphone, podium Microphones, Digital audio mixer 32 channel, handheld microphone and cordless and lapel microphones, Graphic equalizer/DJ Console etc. as per direction of Engineer -In- Charge.

7	Supplying and placing side wall as per direction of Engineer -In- Charge.	1115	per job
8	Supplying and placing on hire for air condintion etc. as per direction of Engineer -In- Charge.	400	TR
9	Supplying and placing on hire for VVIP Chairs etc.	25	Nos.
10	Supplying & laying good quality wooden table tops having leveled, crack free top surface of size 5 feet × 2.5 feet on hire and arranging them in position i/c leveling up & fixing as per requirement and as per directions of Engineer-in- charge, removing the same after the function is over	190	Nos.
11	Providing and placing of 4 Nos Urinals proper flush and separate water & waste storage tanks facilities, Making connection, Systematic drainage systems etc. as required	4	Nos.
12	Supplying and placing LED video wall is a special multi-monitor setup that consists of multiple computer monitors sets tiled together contiguously or overlapped in order to form one large screen 8 x 10 x 6 feet LED screen on back stage 1 Nos and Speaker for display live program, Riser height 4 fit with masking, Monitor 40inch with masking, Switcher 4*4 with HDMI/VGA Connectors	45	Sq. Metre
13	Providing of Round table of dia 1.2 meter and cover as required	10	Nos.
14	Providing lighting arrangements by means LED/ LED par light 140Nos of 100 watt LED / Spot/Sodium lighting 10Nos/Rise bulb Temporary Lighting with Halogen 150 nos of lights on tree and surrounding area of tent Making connection etc. as required	3716	Sq. Metre r
15	Supplying and placing of suitable capacity D G set of silent type for function in ground including diesel and its operation	15	Nos.

**Annexure-II**

The technical bid shall contain following information in a sealed cover super scribed “**Technical Bid for arrangements of tentage, decoration and all associated work during orientation**”. It shall consist of the following documents/ information:

1. Name & Postal address of Agency:

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:

5. GST Regn No. (Attach copy):

6. PAN No. (Attach copy):

7. Details of the turnover for the last three financial years (indicate year-wise and attach audited by C.A. document) :

(a) FY 2016-17 -

(b) FY 2017-18 -

(c) FY 2018-19 -

8. Work orders issued by Govt organizations/ PSUs/ reputed Educational Institutions (Attach copies) See Clause 5 (b).

9. List of 3 reputed clients, with at least one client belonging to GOI/ State Govt. Dept./ PSU/ reputed educational institutions with telephone No.:

(a) Client 1-



(b) Client 2-

(c) Client 3-

10. Has your organization been placed in defaulter category by any Govt. Department/ PSU? If not, please submit a certificate as per Annexure III to this effect.

11. Are you related in any way with any staff member of DTU: Yes/ No.

12. The tender document should be **duly signed on each page**.

#### Check list

S. No.	Check list of documents/ Undertakings?	YES/NO	Remarks (Give explanation if answer is No)
1	Is copy receipt of EMD		
2	Is copy of GST Regn. Certificate attached?		
3	Is copy of PAN No. attached?		
4	Is audited accounts statement of the last three financial years attached?		
5	Are three work orders issued by Govt organizations/ PSUs/ reputed Educational Institutions attached?		
6	Whether list of three reputed users (along with telephone numbers of contact persons) attached?		
7	Is undertaking certifying that the firm is not black listed signed as per Annexure III?		

Place :

Signature of the Proprietor/ Authorized Signatory

Date :

Rubber Seal indicating complete address

**UNDERTAKING**  
**(To be submitted with Technical Bid)**

It is certified that 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 reputed Educational Institutions and no criminal case is pending against the said Firm/ Agency as on \_\_\_\_\_.

Signature of the Bidder \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/Agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

equivalent