



**Division of Agricultural Engineering
ICAR-Indian Agricultural Research Institute, New Delhi-110012**



F.No. No. Convocation/2018-19/Pandal/AE

Dated :26.12.2018

Subject: On-line tender for “Pandal and Seating Arrangement” for the Convocation, 2018-19 to be held at IARI, New Delhi

Sir,

Online bids are invited in two bid system (i) Technical bid (ii) Financial bid on behalf of Secretary, ICAR, New Delhi from eligible bidder for **“Quotation for Convocation, 2018-19”** purchase/hiring of items for **“Pandal and Seating Arrangement”**. The last date for submission for above bid through online is **18th January, 2019 up to 1300 hours**. The bid will be opened on **19th January, 2019 at 1500 hours**. **Pre-bid conference for any clarification will be held on 9th January, 2019 at 2.30 PM in Division of Agricultural Engineering IARI, New Delhi.**

Instructions to the bidder and terms & conditions of tender:

1. The rates quoted shall be valid for a minimum period of 180 days from the last date fixed for the receipt of quotations.
2. The rates quoted shall be final and inclusive of delivery and installation at the site i.e. near **Dr. B.P. Pal Auditorium**, IARI, New Delhi-110012.
3. Full specifications of the article quoted for shall be given in the quotation along with literature/pamphlet/drawing etc. User list of the quoted document may also be additionally provided for reference.
4. If taxes, duties or any other charges over and above the rates quoted leviable, actual percentage of such taxes/duties/other charges should be clearly indicated.
5. Supply is to be made by any convenient mode of transport at supplier's risk unless otherwise specified.
6. In case the material is supplied through an authorized agent, manufacturer shall be responsible for the successful installation of the equipment. The manufacturer shall be liable to any penal action for the shortcomings of the authorized agent. Any payment that is to be made separately to the agent if any shall be clearly mentioned in the quotation.
7. Supply is to be made by any convenient mode of transport at supplier's risk unless otherwise specified.

8. The bid should be accompanied with earnest money of **Rs. 36,000/- (Rs. Thirty Six thousand only)** in the form of D.D./Pay Order/Fixed Deposit Receipt/ Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi as mentioned against each of the item/equipment together with the technical bid, in the absence of which the price bid, if any, will not be opened under any circumstances.
9. No interest on security deposit and earnest money deposit shall be paid by the Institute to tenderer.
10. The EMD shall be refunded to the unsuccessful bidders after finalization of the quotation. In case of successful bidder, it can be adjusted towards security deposit which is 5-10% of the order value in the form of D.D./ PayOrder/ Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi and shall remain valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the equipment/goods costing Rs.1.00 lakhs (Rs.OneLakh) or more. Here would however, be no performance security deposit for equipment/goods costing less than Rs. 1.00 lakh (Rs. OneLakh).
11. Payment will be made by mode of e-payment to the supplier/firm after satisfactory completion of work and receipt of pre-receipt bills triplicate. In case of foreign currency payment shall generally be made through LC directly to the manufacturer.
12. The Director IARI, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
13. The firm should have sufficient experience in supplying respective items (Attach proof)
14. Pre-bid conference for any clarification will be held on **9th Jan, 2019** at 2.30 PM in **Division of Agricultural Engineering IARI, New Delhi.**
15. Scanned copy of GST/PANNos as well as EMD need to be uploaded through online bid
- 16. Quotations not complying with the above conditions are liable to be rejected.**
17. In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrators appointed by the Secretary, ICAR, New Delhi. His decision will be final and binding on both parties (Supplier and Purchaser).
18. The firm should have minimum 4 years' experience in concern area from the current date for the gathering of minimum 1000 people (attach the scan copy of work experience).

The following documents must be seen before apply

1. Scanned copy of GST No.
2. Scanned copy of PAN Card No.
3. Scanned copy of Earnest Money Deposit (EMD)

	Item. No. Description of the Item	Qty. Req. (Approx.)	Unit rates	Total Amount
1	Pandal and Seating Arrangement	annexure-1	-	-

Annexure - 1

Pandal and Seating Arrangement

(near **Dr. B.P. Pal Auditorium**, Should be ready by **7th February, 2019** and will remain there till late evening of **8th February, 2019**)

The firm should have at least 3 years experience of similar work from the current date. **EMD of Rs. 36,000/- in the form of DD/Pay Order payable to the Director, IARI** should be enclosed with quotation.

Work of Convocation or functions involving VIPs with approximate expenditure of Rs. 5.00 lakhs and above. ENCLOSE DOUMENTARY EVIDENCE, OTHERWISE IT WILL NOT BE CONSIDERED. **Quality of some of the items may change as per the requirements at that time.**

Sl. No.	Item Description	Item Code / Make	Quantity	Units
1	2	3	4	5
1	Convocation Pandal	item1		
1.01	Hanger structure (Metallic structure, Span free 80 feet, size: 80ft x260 ft, with water and fire proof white spotless ceiling and side curtains)	item2	1	Nos
1.02	Dunlop chair of uniform size with white cover	item3	1800	Nos
1.03	Table	item4	350	Nos
1.04	Table cover	item5	350	Nos
1.05	Carpet (Red/Green)/Carpet for Dias – Fresh/unstained	item6	30500	Sq. ft.
1.06	Polythene	item7	25000	Sq. ft.
1.07	Sofa set 2 seaters with white cover	item8	150	Nos
1.08	Temporary VIP toilet	item9	1	Nos
1.09	Halogen/LED lights	item10	220	Nos
1.10	Chandeliers (with four bulbs)	item11	100	Nos
1.11	Metal Halide light (Flood lights) /LED	item12	30	Nos
1.12	Fans (High speed, noise less)	item13	20	Nos
1.13	Generator (Cumulative requirement on different days) (Sound proof)	item14	6	Nos
1.14	Side lights	item15	2000	Nos
1.15	Fire extinguishers (4-5 kg capacity) to be kept in pandal	item16	15	Nos
1.16	Fire brigade (For 1 day)	item17	1	Nos
2	Dark room	item18		
2.01	Pipe Pandal with top cover and curtain in all sides for dark room (water proof) (for five days)	item19	5000	Sq. ft.
2.02	Carpet (clean and spotless) (for 5 days)	item20	5500	Sq. ft.

2.03	Dunlop chairs (for 5 days)	item21	350	Nos
2.04	Facia (30 x 12 x 12)	item22	1000	Sq. ft.
3	Entrance Gates and Gallery	item23		
3.01	Decorated gates (10'x12')	item24	2	Nos
3.02	Decorated gates for the pandal (Entry and exit of the pandal) with roof and side covering with white curtain and well decorated gallery 20'x80'	item25	2	Nos
3.03	Carpet (Red/Green)/Carpet for gallery – Fresh/unstained	item26	1000	Sq. ft.
4	Pipe pandal for Dinner (Optional)	item27		
4.01	Pipe pandal with ceiling and jhalar in the front	item28	24000	Sq. ft.
4.02	Round tables with satin covers	item29	30	Nos
4.03	Stage two feet height with platform size of 15 X 15 ft	item30	1	Nos
5	Security requirement (Optional)	item31		
5.01	View cutter	item32	4500	Sq. ft.
5.02	Pipe pandal with side cutain and ceiling for clock room	item33	1000	Sq. ft.
5.03	CCTV 16 Channel	item34	1	Nos

Note:

1. In case of fire brigade requirement, the request letter to be sent to Delhi fire service department will be provided by the Institute.
2. LED light will be preferred for the lighting.