

# **INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

**C.V. Mess Building**

**Janpath, New Delhi**

**Tender Document**

**Annual Contract for Hiring of furniture & Shamiana items  
etc.**

**Cost of Tender Document: Rs.100/-**

**Annual Maintenance Contract for Hiring of furniture & Shamiana items etc.**

<b>“COMPANY PROFILE”</b>	
Date of Opening of the Technical Bid	
Earnest Money Deposit(EMD)	Rs.20,000/-
	D.D. No.
Name of the Company	
Address	
Telephone Nos.	
Fax Nos.	
E.mail I.D.	
Year of Commencement of Company	
Name & Telephone Number of Contact Person	
PAN No.	
PF No.	
ESI No.	
Registration/Licence No.(with concerned authorities)	

Please note: Earnest Money Deposit may be enclosed along with the Technical Bid only.  
Demand Drafts and Bankers Cheque are only acceptable. No cash/cheque will be received.

Tender received without EMD will be out rightly rejected.

#### A. Eligibility of Bidders

- (i) All interested firms should be registered with CPWD, PWD, DDA MES, NDMC, MCD in appropriate class.
- (ii) The firm should be providing similar kind of service for at least five years and maintaining annual turn over of Rs.50 lakhs or above during the last 3 financial year.
- (iii) The bidder should have the expertise of undertaking similar type of work of such magnitude i.e. providing of furniture and shamiana items on hire basis at PSU autonomous Institutions/govt. in the last five years.

#### B. The sealed cover of Technical Bid should consist of the following documents:

1. EMD for an amount of Rs.20,000/- (Rupees twenty thousand only) in the form of Demand Draft/Banker's cheque / Pay Order in favour of IGNCA, New Delhi.
2. Self attested copy of PAN Card No. under Income Tax Act.
3. Self attested copy of Service Tax Registration number
4. Self attested copy of valid registration number of the Firm/Firm/Company.
5. Self attested copy of valid Provident Fund registration number.
6. Proof of average annual turn over supported by audited balance sheet.
7. Proof of annual turn over supported by audited balance sheets.
8. Certificate of satisfactory completion of one work of same nature of amounting to Rs.15 lacs in last five years from the hiring agency.

#### B. Evaluation Process

The details submitted by the bidder in the eligibility criteria will be evaluated in the following manner and the qualifying marks shall be 70%. The total marks shall be 100 and their classification will be as under:-

- |       |  |          |
|-------|--|----------|
| (i)   | The firm should be in business for providing of furniture and shamiana items etc. on hire basis to the various Govt./ PSUS/autonomous organization at least for the last five consecutive years and maintaining annual turn over of Rs.50 Lacs or above during the last 3 financial years. | 40 marks |
| (ii)  | The firm should have experienced persons in the erection of and providing of water proof pandal and other related electric work.   | 20 marks |
| (iii) | The firm should have experience of carrying at least one work of similar nature of amount of Rs.15 lacs in last five years   | 20 marks |

- (iv) The firm should be registered with any of the specified  
Government Departments

20 mark

**List of Important Clients in Delhi**

Name of the Company	Address of the contact person	Work related to providing of furniture and shamiana etc. undertaken during the last three years	Phone & Fax numbers, E-Mail address

**List of Important Clients outside Delhi**

Name of the Company	Address of the contact person	Work related to providing of furniture and shamiana etc. undertaken during the last three years	Phone & Fax numbers, E-Mail address

Bidders may also enclose a profile of the company along with the Technical Bid.

**Details of Earnest Money Deposit**

1.	Draft No.
2.	Date
3.	Amount(Rs.)
4.	Bank
5.	Signature
6.	Name
7.	Designation
8.	Telephone No.
9.	Mobile No.
10.	Fax No.
11.	E.mail. I.D.
12.	Date
13.	Stamp

**TO BE SUBMITTED IN SEPARATE ENVELOPE SUPERSCRIBING “TECHNICAL  
 BID FOR Hiring of furniture & Shamiana items etc. “  
 ALONGWITH THE NAME OF THE FIRM**

**IGNCA**  
**C.V. Mess Building, Janpath,**  
**New Delhi-110001**  
**TECHNICAL BID**

	1.	Item for which bid is submitted		
	2.	Do you own equipments/facilities/ system/technically trained man power etc. for which bid is submitted.		
	3.	Name and full office address of the firm/company/agency		
		Fax		
		Telephone Nos.		
		Mobile		
		E-mail		
	4.	Residential address of the owner, telephone/mobile No.		
	5.	Earnest Money Deposit	DD No.	Date
			Amount	Bank
	6.	Registration No. Under Shop & Estt. Or other		
	7.	Sales Tax Registration No.(LST/CST)		
	8.	VAT Registration No.		
	9.	Permanent account No.(Income Tax)		
	10.	Service tax registration No.		
	11.	Work contract registration No.		
	12.	Income tax return for the last 3 years		
	13.	Balance sheet for the last 3 years OR bank balance statement for the last 3 years		
	14.	Turn over for the last 3 years		
	15.	Details of work done during the last 5 years for Govt. Offices/autonomous bodies/undertakings etc. Also specify works done for National-International events alongwith copies of contract.( attach a sheet with details)		
	16.	Appreciation certificates, received if any.		
	17.	Details of facilities/equipments owned for providing services( registered in the name of the agency).		
	18.	Any other relevant information the bidder wants to provide.		

Signature with the Seal of the Proprietor/Authorized Person .....

Name of the firm/contractor .....

Address .....

.....

**Note:-** Use additional sheets, in case space provided is insufficient.

## INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

C.V. Mess Building, Janpath,

New Delhi-110001

### FINANCIAL BID

#### I. QUOTATION FOR HIRING OF FURNITURE & SHAMIANA ITEMS ETC.

S. No.	Particular	Specification	Per day Rate	Discount for 2 <sup>nd</sup> day onward
1.	Ceiling on pipe frame	Per sq.ft.		
2.	Ceiling on wooden frame white wash cloth	Per sq.ft.		
3.	Brand new ceiling on wooden frame	Per sq. ft.		
4.	Garden Chair	Each		
5.	Banquet Chair	Each		
6.	Banquet Chair with cover	Each		
7.	Sofa set 3 seater with cover	Each		
8.	VVIP sofa seat leather	Each		
9.	Duri 8x10	Each		
10.	Carpet-Red/Blue/Green was	Per sq.ft.		
11.	Brand new carpet-Red/Blue/Green	Per sq.ft.		
12.	Table 5x2 ½ x2 ½	Each		
13.	Table Cloth	Each		
14.	Table Frill	Each		
15.	Conference table sunmica top with frill	Each		
16.	Takhat 6x3x1 ½	Each		
17.	Gole Takia with cover	Each		
18.	Round table with cover and top	Each		
19.	President's Chair	Each		
20.	Decoration Curtain	Per sq.ft.		
21.	Jute cloth/side wall/view cutter on frame work/wash cloth	Per sq. ft.		
22.	Jute wall/side wall/view cutter on frame work/brand new cloth	Per sq.ft.		
23.	Masking with ply	Per sq.ft.		
24.	Stage fixed board fitting on top with paint on skelged	Per sq.ft.		
25.	Tarpaulin lanonium flex on stage	Per sq.ft.		
26.	Main gate of plywood/sun frame decoration	Per sq.ft.		
27.	Making of stalls/pandals (10x10x10) for exhibition, structure of ballies tin cover/water proof tarpaulin the top and back	Per sq.ft.		
28.	Mudda	Each		
29.	Piddi	Each		
30.	Canopy	Per sq.ft.		
31.	Water proofing on bamboo structure	Per sq.ft.		

## II. QUOTATION FOR HIRING OF GENERAL LIGHT EQUIPMENTS

S. No.	Particular	Specification	Per day Rate	Discount for 2 <sup>nd</sup> day onward
1.	Halogen 500 watt	Each		
2.	Halogen 1000 watt	Each		
3.	Sodium Light	Each		
4.	Par light 1000 watt	Each		
5.	Ordinary flood light 200 watt	Each		
6.	Mist fan	Each		
7.	Emergency light	Each		
8.	Coloured small lamp-decorating per 50	Each		
9.	Shamiana log points of 100/60 watt	Each		
10.	Pedestal fan(Noise less)	Each		
11.	Flood light 500 watt	Each		
12.	Heater (Gas/Electric)	Each		

## III. STAGE SETTING

S. No.	Particular	Specification	Per day Rate	Discount for 2 <sup>nd</sup> day onward
1.	Main Curtain	Per sq.ft.		
2.	Centre Curtain	Per sq.ft.		

## IV. SILENT AVR GENERATOR of 125 KVA CAPACITY (with fuel per hour kw) Sudhir/ kerlosker

S. No.	Particular	Specification	Per day Rate	Discount for 2 <sup>nd</sup> day onward
1.	First 8 hrs.			
2.	Subsequent hrs.			

### Note:-

1. The light equipments will be latest technique of high standard.
2. The lowest rates amongst the tenderers of shamiana/stage light approved for general light equipments will be paid.
3. Discount for 2<sup>nd</sup> day onward if any.
4. Service Tax.
5. Rates are inclusive of cartage & fixing charges.



**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
NEW DELHI**

**TERMS & CONDITIONS**

**For hiring of Furniture, Tent & Shamiana Items and General Lighting etc.**

1. The contract shall be valid for a period w.e.f. .... to .....2011 and can be extended up to 6 months thereafter by the IGNCA at its discretion.
2. The rates given shall also be valid for a period from ..... to .....2011 and during the extended the period, if any.
3. The rates shall be inclusive of conveyance charges, transportation charges, assignment charges, labour charges, installation and dismantling charges etc.
4. The parties/persons tendering for hiring of furniture, tent & shamiana items and general lighting etc. shall submit a demand draft of Rs.20,000/- (Rupees Twenty Thousand Only) in favour of the IGNCA, New Delhi as earnest money. In case of unsuccessful tenderers, the earnest money so received shall be returned immediately or after finalizing the contracts.
5. Any tenderer whether individual or firm whose relatives or near relatives are working in the IGNCA shall not be eligible for any contract in the IGNCA.
6. Person working in govt./semi govt. offices and autonomous bodies shall not be eligible to enter into contracts.
7. The contracts shall be subject to cancellation without prior intimation, if the work executed/ supplies made are found unsatisfactory.
8. The IGNCA has the right to accept or reject any tender without assigning any reason. The decision of the IGNCA in this regard will be final and no correspondence will be entertained.
9. The contractor/firm should be registered under any act, with sale tax/income tax shall be preferred.
10. No advance payment shall be made by the IGNCA. However, the IGNCA intends to make all the final payments immediately after the function is over and supply is made provided that the IGNCA gets the bills immediately after the function is over/supply is made. The payment of bills will be released subject to availability of funds and hence if the contractor(s) refuse to carry out the work orders due to non-payment of bills, then their contract(s) shall be terminated.
11. The contractor(s) shall prepare a challan of the items provided on the spot and duration there of and get it signed from an officer of the IGNCA and enclose the same with the bill.

12. In case the contractors fails to comply with the order immediately even at a short notice, the IGNCA will be at a liberty to have the work executed from outside parties and the additional expenditure incurred on this account shall be recovered from him. As such any liability (in full or part) arising out of non-compliance of the order for the job after acceptance of the terms & conditions shall vests on the part of the contractor(s).
13. No payment shall be made if the challan is not properly verified and signed.
14. In case at any stage if it is found that the work executed by the contractor(s) was not satisfactory and upto the standard the status of the event /programme/activity etc. then no payment shall be made. Also in case at any stage if it is found that extra payment has been claimed in any bill in the past, then the same shall be recovered from the current bills.
15. Income tax at the prescribed rates shall be deducted at source from the bills.
16. The submission of the filled registration/tender form by the contractor(s)/tender(s) or the firm/agency/company does not qualify him/it for inclusion of his/its name in the above panel. The panel will be decided by the Experts Committee setup by the IGNCA whose decision in the matter shall be final and binding on all the concerned parties. No correspondence in this respect will be entertained at all.
17. The items required shall be provided at the venue of programme or at any other place as desired by the IGNCA alongwith the copy of challan.
18. The items mentioned in the challan shall be got checked from an officer of the IGNCA.
19. All the items of shamiana, furniture, carpet etc. should be of good quality and clean as these will be needed for various festivals/concerts/conferences/stage productions (plays, dance dramas, ballets etc.etc.)/ seminars etc. etc. and for National and International events; so the contractor(s) will have to submit his (i) firm's profile and (ii) List of the clients alongwith the copy of the order.
- 20. Every page of the tender document and price bid should be signed by the applicant with the seal of the firm/agency.**

Certified that I/we have read and understood the terms & conditions and I/we undertake to abide by the same.

**Signature of the  
Proprietor/Authorised  
Person with Seal and Date**

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

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
SUTRADHARA DIVISION(S&S/EMU)  
C.V. Mess Building, Janpath, New Delhi-110001**

**Tender No.43**

New Delhi, 28<sup>th</sup> August , 2009

**Name of Work:- Hiring of furniture and shamiana items etc. at IGNCA premises  
consisting of Buildings at C.V. Mess, No.3 Dr. R.P. Road, and No.11  
Man Singh Road, New Delhi.**

Sealed item rate tenders are invited on behalf of Indira Gandhi National Centre for the Arts(IGNCA) from the registered contractor of CPWD, PWD, MES, MCD, NDMC, DDA of appropriate class for hiring of furniture and shamiana items etc. for IGNCA Complex. The tender should be addressed in the name of Shri T. Bhattacharyya, US(Admn.), IGNCA, C.V. Mess, Janpath, New Delhi and dropped in the tender/quotation box kept in the S&S/EMU Section latest by 21.09.2009 till 3.00 p.m. which will be opened at 4.00 p.m. on the same day.

The tender should be submitted in two **Parts i.e. Technical Bid and Price Bid and in two sealed envelopes**. The Earnest Money and self attested photocopy of the Experience Certificate should be kept in one envelope and the following line in ‘Bold’ should be written on the cover of envelope.

**“Technical Bid of Tender No. 43 dated 28.08.2009 ”.**

The rates for the work will be quoted in the second sealed envelope. The following line in bold should be written on the cover **“Price Bid of Tender No. 43 dated 28.08.2009”**.

The last date of issue of tender form, date and time of receipt, date and time of opening of the tender and other details are shown in the table below:-

S. No.	Name of Work	Cost of tender form	Probable amount of contract (Rs.)	Earnest Money @ 2% of tender amount (Rs.)	Last date of issue of blank tender form	Date & Time of receipt of tender form	Dated & Time of opening of technical bid	Remarks
1.	Hiring of furniture and shamiana items etc. at IGNCA premises consisting of buildings at C.V. Mess Building, No.3 Dr. R.P. Road and 11, Man Singh Road, New Delhi	100/-	10 lakh	20,000/-	Up to 5.00 p.m. on 20.09.09	Up to 3.00 pm on 21.09.09	at 4.00 pm on 21.09.09	

The date of opening of Price Bid will be intimated after acceptance of Technical Bids.

**(T. BHATTACHARYYA)**  
**Under Secretary(A)**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
C.V. MESS BUILDING  
JANPATH  
NEW DELHI**

**Tender for Hiring of furniture & Shamiana items etc.**

**Tender No.**

**Dated:**

**Price Bid**