

Hall No. 2, North Block,
New Delhi: the 24th April, 2020.

e-TENDER NOTICE

E-Tender is invited for making shamiana arrangements etc. in the Ministry of Home Affairs, New Delhi. The contract will be initially valid for a period of **One Year (12 months)** from the date of award of the contract.

2. The firms who are interested, have to submit their Bids online through e-procurement portal <http://eprocure.gov.in/eprocure/apponly>. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc., are also required to be scanned and uploaded along with the Tender document. No tender document will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. Only such firms are eligible to submit their tender/bid which fulfills following conditions.

- a) Proof of Registration with the Delhi **Sales Tax/Delhi Value Added Tax (DVAT)/ Service Tax/GST Registration Certificates;**
- b) Proof of PAN Card; and
- c) Proof of Turnover for the last three (3) years. (5 Lakh per annum)

4. The **Earnest money Deposit (EMD) of Rs. 15,000/- (Rs. Fifteen Thousand only)** in the form of Demand Draft/Pay Order/Bankers cheque drawn in favour of **Drawing & Disbursing Officer (Cash)**, Ministry of Home Affairs, New Delhi has to be submitted to the Under Secretary (Ad.III), MHA, New Delhi (Hall No. 2, Jalebi Chowk, North Block, New Delhi) by **11:00 A.M. till 19/05/2020**. The Earnest Money will be refunded to the un-successful bidders after finalization of the contract. After award of contract, the contractor has to deposit **Rs. 40,000/- (Rs. Forty Thousand only)** in the form of **FDR in favour of DDO(Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 14 months from the date of commencement of contract. No interest will be payable on this security deposit by this Ministry.

5. All entries should be legible and filled clearly, if the space provided for furnishing information is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction in the Bid is permitted.

6. The interested, firms may quote their rates indicating the charges for all the items in respect of making shamiana arrangements etc. as per the proforma given at **Annexure-II**.

7. The contract shall be awarded initially for one year which can be extended further on the basis of satisfactorily service as well as on mutual understanding. The rates quoted should be valid for one year. Conditional bids shall not be considered and will be rejected summarily.



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8. The e-Bid shall be opened online on the scheduled date and time at **04:00 P.M.** on **19/05/2020**.

9. No bidding firm will be allowed to withdraw its bid after opening of bids. If any firm intends to withdraw after opening of Technical Bid their EMD will be forfeited.

10. The Ministry reserves the right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof, any inquiry after submission of the quotation will not be entertained.

11. The tender documents can be downloaded from the e-procurement portal/websites: <http://eprocure.gov.in/eprocure/app> from **28/04/2020** to **19/05/2020** up to **11:00 A.M.**



(S. Samanta)

Under Secretary to the Govt. of India.

Tele. No. 23094956

Terms and conditions of the contract shall be as under:-

1. The arrangements have to be made at short notice. Since the meetings/functions etc. are attended by the ~~Ministers/Senior Officers~~, the material supplied and the arrangements made must be of very superior quality.
2. The work shall be carried out in the premises of this Ministry. However, the work which cannot be done in the office premises would be allowed to be done outside but no extra charges will be payable for this.
3. No transportation charges will be payable to carry the shamiana material etc as well as the labour.
4. Period of Contract initially would be for one year (12 months). However, the contract would be further extended for maximum two (2) years on the basis of satisfactory service provided by the firm during the above mentioned period.
5. The contract can be terminated by this Ministry at any time without assigning any reason thereof. The decision of this Ministry shall be final and binding on the contractor/firm.
6. Payment will be made to the contractor after the successful completion of the work. No advance payment will be made to the firm.
7. The rates as quoted will be valid during the whole contract period. Request for increasing the rates between contract period shall not be entertained.
8. The Contract will be awarded to the firm for making shamiana arrangements etc. for official use in the Ministry of Home Affairs as mentioned at **Annexure**, item wise on the basis of lowest (L-1) rates (The unrealistic rates quoted by the firm may not be accepted for any of items).
9. The tenders received after the specified date and time will not be considered. The Ministry reserves the right to reject any quotation/bid as a whole or in part without assigning any reason.
10. The tenders received without earnest money will not be considered. The earnest money will be returned in respect of the unsuccessful bidders after finalization of tender process. No interest will be paid on this earnest money.
10. The successful bidder will have to deposit **Rs. 40,000/- (Rs. Forty Thousand only)** in the form of **FDR** in favour of **DDO(Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 14 months from the date of commencement of contract. No interest will be payable on this security deposit by this Ministry.
11. The contractor shall not employ any person who has not completed the eighteen years of age. The contractor shall be responsible for payment of wages/settlement of dues as per labour law and Govt. of NCT of Delhi's norms issued from time to time of workers/employees engaged by the firm and this Ministry shall not be a party to any dispute between the contractor and workers/employees. There would be no relationship between this Ministry and labour/employees so engaged by virtue of this contract.

Contd.



12. The contractor should have been providing services for the similar work at ~~least with two Government Departments from last three Financial Years.~~ Certificates/ Award letters in this regards has to be uploaded in the portal.
13. The firm should have a valid registration certificate of Service Tax/GST/TIN/PAN number etc.and annual turnover of the firm must be more than Rs.5,00,000/- per annum. Copies of turnover duly certified by Chartered Accountant for last three financial year be uploaded alongwith ITR return and other statement of accounts (Profit and Loss), balance sheet etc.
14. The firm should have not been black listed by any Ministry/Department of the Government of India. The tendering firm/bidders shall have to give an undertaking stating that they have not been blacklisted & banned with the Government Ministries/Departments.
15. Each page of the tender document must be signed with seal of the proprietor/signing authority. If any information furnished by the contractor is found to be incorrect at any time, the tender/contract is liable to be terminated without any notice. No irrelevant document should be uploaded with Technical bid to confuse the Department. Only required document as per the tender document be uploaded. Otherwise, bid of those bidders will be rejected summarily. No conditional bid will be entertained.
16. The bidder should give a certificate in their letter-head stating that the character and antecedents of the persons to be engaged/deployed for the said work in this Ministry are duly verified by the Delhi Police.


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Copy to :-

1. Section Officer. I.T. Cell, MHA, North Block with the request that above mentioned tender notice may kindly placed on the MHA's website for information of general public.
2. The Caretaker, North Block, NDCC-II Bldg., MDCNS, Jaisalmer House, New Delhi for pasting the copy of the tender notice on the Notice Board in their respective buildings.


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ANNEXURE-I

Sl. No.	Criteria	To be filled by Tenderer (attach the relevant document ,if required and mention the page no.)
1.	Name of the Agency:	
2.	Nature of Agency: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a PSU)	
3.	Full Address of Registered Office alongwith Telephone No., Fax No. and e-mail address	
4.	Full Address of Operating/Branch Office in Delhi alongwith Telephone No., Fax No. and e-mail address	
5.	Registration No. of the Agency/Firm	
6.	PAN of the Firm	
7.	GST of the Firm	
8.	Proof of turnover for the last three years (5 Lakhs per annum) (According to tender document)	
9.	Certificate/Award letters especially for making of shamiana arrangements etc work providing at least with two Government Departments in the last three financial years.	
10.	EMD of Rs. 15,000/-(Rs. Fifteen Thousand only)	
11.	Copies of turnover duly certified by Chartered Accountant for last three financial years alongwith ITR return and other statement of accounts (Profit and Loss), balance sheet etc.	



ANNEXURE-II

Item No.	Name of Items	Rates (Rs.)		
		Basic	Tax	Total
1.	Table (per day)			
2.	Table Fall (per Sq. ft.)			
3.	Table Sheet (per Sq. ft.)			
4.	VIP Presidential chairs (each)			
5.	White Ceiling (per sq ft.)			
6.	Chandni (per sq ft)			
7.	View cutter on facia pillars & back side of stage (per sq ft)			
8.	PA system with battery back-up (each)			
9.	Amplifier (each)			
10.	Mixer 24 channel (each)			
11.	Cassette Player (each)			
12.	Sub Main (per run ft.)			
13.	Helper (each)			
14.	Chair Cover (each)			
15.	Green Carpet (per sq ft)			
16.	Waterproofing on truss structure with SRF (per sq ft)			
17.	Calcutta type side wall (per sq ft)			
18.	Pedestal Fan (Each)			
19.	Kannat (per sq ft)			
20.	Podium with mike (each)			
21.	Chair High back (each)			
22.	Stage on Scaffolds Systems top plywood 11 mm (per sq ft)			
23.	Masking (per sq ft)			
24.	Coverage on truss system without digging (plated work) (per sq ft)			
25.	Red runner (per sq ft)			
26.	Carpet embossed (per sq ft)			
27.	Cartage Charges (in case to be charged extra)			

