



**OFFICE OF THE DIRECTOR (EM)  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: SANSAD MARG  
NEW DELHI-110001**

Ref. No. D/140/DD (EM)/2017

Dated:11/04/2017

**e-PROCUREMENT TENDER NOTICE**

e-Tenders Online percentage rate bids are invited by Director, Event Management Department, NDMC, from reputed firms/Companies/Proprietors having minimum average annual turnover of `21,17,000/- in each of the last three financial years and having proven experience/capabilities of Tentage & Catering Services like official functions of Government Departments/Ministries/ Local Bodies etc. done in the past. Services are required for supply of tentage items viz. furniture, barricading and catering services like supply of Mineral water in different volumes, snacks, lunch, etc., at different places in Jurisdiction of NDMC area. The estimated cost put to tender `70,55,560/- (Rupees Seventy Lakhs Fifty Five Thousand Five Hundred Sixty Only) for a period of two (02) years. EMD amount `1,41,111/-(Rupees One Lakh Forty One Thousand One Hundred Eleven Only)

**IMPORTANT DATES**

<b>Last Date &amp; Time for downloading of tender documents through e-Procurement.</b>	27-04-2017	14:45 Hrs
<b>Last date &amp; time for Submission of tender through e-Procurement (online) :</b>	27-04-2017	15:00 Hrs
<b>Date &amp; Time of opening of Technical Bid with Earnest Money through e-Procurement (online):</b>	27-04-2017	15:30 Hrs

1. In case any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.
2. Bidder shall have to submit their bids online in electronic format with digital signature.
3. Details of the Tender along with terms and conditions, specifications and other documents, can be seen/downloaded at/ from the website <https://govtprocurement.delhi.gov.in>.
4. The right to accept or reject any or all tender(s) is reserved with NDMC.
5. The price bid shall be opened only of those Bidder(s), who qualify in the Technical bid.
6. Corrigendum/ addendum to this tender, if any will be uploaded on the website mentioned above.
7. Earnest Money in the form of Treasury Challan or Demand Draft or Pay order or Banker's Cheque or Deposit at Call Receipt or Fixed Deposit Receipt (drawn in favour of "The Secretary, NDMC, New Delhi") shall be scanned and uploaded to the e-Tendering website within the period of bid submission.

The following undertaking in this regard shall also be uploaded by the intending bidders:-

"The physically EMD shall be deposited by me/us with the Director (EM), NDMC calling the tender in case I/we become the lowest tenderers within a week of the opening of financial bid otherwise department may reject the tender and also take action to withdraw my/our enlistment."

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**Online bid documents submitted by intending bidders shall be opened only of those bidders, who has uploaded scanned copy of earnest money deposit (EMD) and other documents scanned and uploaded are found in order.**

**The bid submitted shall be opened at 15:30 Hrs on 27-04-2017.**

8. Eligible contactors may download the tender documents from Delhi Govt. e-procurement Portal <http://govtprocurement.delhi.gov.in> for tendering purpose. Tenderers are requested to download the complete tender documents and submit them online. Enquiry if any about clarification of tender may contact to Dy. Director (EM), Room No.7008A, 7<sup>th</sup> Floor, Palika Kendra, Sansad Marg, New Delhi-110001.

The duly filled up tender documents shall be opened in presence of the tenderers or their authorized representatives who may desire to attend on 27-04-2017 at 3:30 PM.

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**AAO (EM)**

**DIRECTOR (EM)**



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**1. SCOPE OF WORK**

Percentage Rate contract for providing tentage & catering services and supply of furniture items, electrical items, goods, barricading to setup tentage services etc., at different places within the Jurisdiction of NDMC area for the different official functions. Bids are also invited for supply of lunch/breakfast, tea/coffee and drinking water in different volumes.

**INSTRUCTION TO BIDDERS**

**Read carefully before applying for tendering**

**1. General**

- 1.1 **Bids are invited in two bid system i.e. Technical bid and Financial bid, from firms having proven experience/capabilities for supply and installation of tentage items for different official functions or for similar nature work like official functions of Govt. departments/Ministries/Local Bodies etc.**
- 1.2 Bidders are advised to study the document thoroughly. Submission of technical bids and financial bids shall be deemed to have been done after careful examination of the bid document with full understanding of its implications.
- 1.3 It will be imperative on each bidder to fully acquaint with all the local conditions and factors, which would have any effect on the performance of the contract. No request for the change of rates or time schedule for providing of material shall be entertained on account of any condition or factor once the offer is accepted by Chairman, NDMC.
- 1.4 The NDMC reserves the right to relax any terms and conditions in the Council interest.
- 1.5 No conditional/optional bid shall be accepted and Bidders shall not be permitted to alter or modify their bids.
- 1.6 The NDMC reserves the right to vary the level of work at the time of placement of Supply Order/Signing of Contract as per the requirement.
- 1.7 The requirement for tentage & catering services and supply of furniture, electrical items, goods, barricading etc. would be for tentage services for different official functions etc. in NDMC area.
- 1.8 The NDMC reserves the right to accept any bid, to **biennial** the bid process and reject all bids at any time, without assigning any reason, prior to placement of supply order/signing of contract.
- 1.9 All the Bidders must understand that to whom so ever the contract is assigned, that bidder shall complete the work to the full satisfaction of NDMC.
- 1.10 **No conditional/optional bid shall be accepted. No items shall be quoted free of cost.**
- 1.11 **The approved contractor (s) shall also bear the cost of labour, packing, transportation for supply of hired articles to and fro from the destination. Such expenditure shall be borne by the Bidder. No charges for erecting poles etc. will be paid. In no case the bidder should misuse the electrical connection installed in/outside NDMC building.**
- 1.12 The terms & conditions listed in this NIT will form part of the Agreement to be executed between NDMC & the successful bidder.

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- 1.13 The contractor shall be asked to supply any item of furniture/tentage/goods for which the Tender is being called, at any point of time or at any place within the Jurisdiction of NDMC area as intimated by Director (EM) or any other Officer authorized to do so.

- 1.14 Bidder is bound to comply with all the legal formalities, obligations and statutory requirements as per law of the land.
- 1.15 The bidder must have capacity/sufficient stock of all tendered items. The bidder will not be allowed to delegate/transfer/assign the contract OR any part thereof to some other party except the work related to installation of electrical items & accessories.
- 1.16 The bidder must possess a valid electrical contractor's license issued by Govt. of NCT of Delhi or should proper arrangement with a contractor, who has a valid electrical contractor license issued by Govt. of NCT of Delhi.
- 1.17 The bidders whose bids are accepted shall hereinafter be called "the supplier" which shall include his Heirs, Executors, Administrators and Assignees.
- 1.18 The decision of Chairman, NDMC regarding the approval of rates for tentage & catering services will be final. No complaint in this regard will be entertained.
- 1.19 The Chairman, NDMC has full right to accept or reject in part or any bid or all, the bids without assigning any reason and also to cancel the order at any time by 12 hours written notice of default sent to the supplier. The firm will have no right to claim any loss/damages etc. on cancellation of supply order.
- 1.20 The NDMC will not be responsible for any delay in submission of the Bids due to any reason what so ever.
- 1.21 The responsibility of the material supplied by the supplier and the safety of persons deputed by him for fixation of tentage etc. shall be solely of the supplier. The NDMC shall not in any way be liable/ responsible for any loss/damage to the material on any account, if any, occurred during the whole work process. The insurance of goods/stored articles etc. will be done by the bidder at his cost.
- 1.22 The bidder should upload scanned copies of duly sign with the seal of his firm of each required documents with the bid.
- 1.23 The period for which the articles of furniture/tentage/electric item, barricading etc. are required and the place of supply will be intimated by Director, Event Management Department or by any officer authorized by him.
- 1.24 The work in the course of execution or once executed in pursuance of contract shall at all times be opened for inspection and supervision by any officer authorized by Director (EM).
- 1.25 The NDMC has full power/authority to take into account the past performance, reputation, capabilities of execution of work before awarding the contract. The bidder has to provide documentary evidence showing details of past experience of executing such magnitude/nature of work. In addition, he has to give documentary proof of the requisite financial turnover.
- 1.26 The bidder shall indemnify the NDMC against all damages/charges and expenses for which the NDMC may be held liable to pay on account of the negligence of the bidder or his servants or any person under his control whether in respect of accident, injury to the person or damage to property of any member of the public or in executing the work or otherwise and against all damages and demands thereof.
- 1.27 The contractor shall supply all items in good/fresh condition i.e. **brand new and all cloth items should be neat & clean i.e. washed and duly ironed and carry out the work with diligence. No compensation shall be allowed for any delay in starting of the work on account of any circumstance.**
- 1.28 The successful L-1 tenderer (s) has to sign an agreement on non- judicial stamp paper of `100/- after award of work within 07 days.

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## 2. Schedule of Tender:

- 2.1 After evaluation of the Technical bids along with scanned copy of EMD (in the specified form) uploaded/submitted by the bidders on e-procurement website, the qualified Bidders will be

eligible for opening of financial bids. The decision of the committee on technical suitability of the offer shall be final and shall not be open for discussion.

2.2 Financial bids of only short-listed Bidders who qualify the technical criteria will be opened.

**3. Bidder Qualification/Eligibility Criteria:**

- 3.1 The "Bidder" as used in the document shall mean the one who has signed the Bid Form. The Bidder may be a Company/firm/Proprietor having required experience in this field who has quoted rates on the BOQ (Bill of quantity) as per format and has requisite financial turnover and job orders with Government Departments.
- 3.2 **Bidder should have proven experience/capabilities for supply & installation of tentage items and providing of catering services for different official functions or for similar nature of work which means supply of tentage items and providing of catering services for official functions of Govt. departments/Ministries/Local Bodies etc. (Upload self-attested scanned copies of supply/work orders as proof). The NDMC has full power/authority to take into account the past performance, reputation, suitability/capabilities of execution of work before awarding the contract.**
- 3.3 Bidder must have PAN Number, Service Tax Registration and DVAT Registration, copies of which are required to be attached with technical bid.
- 3.4 The minimum average annual turnover of the bidder must be **₹21,17,000/- (Rupees Twenty One Lakhs Seventeen Thousand Only)** in each of the preceding three financial years.
- 3.5 The Bidder should submit scanned copies of his audited balance sheet for the last three years showing his average annual turnover of **₹21,70,000/- (Rupees Twenty One Lakhs Seventy Thousand Only)** each year during the last three consecutive years duly certified by a Chartered Accountant.
- 3.6 **The Bidder should have successfully completed at least one job to the tune of minimum of ₹56,44,448/- (Rupees Fifty Six Lakh Forty Four Thousand Four Hundred Forty Eight only) or two jobs to the tune of minimum of ₹42,33,336/- (Rupees Forty Two Lakh Thirty Three Thousand Three Hundred Thirty Six only) or three jobs to the tune of minimum of ₹28,22,224/- (Rupees Twenty Eight Lakh Twenty Two Thousand Two Hundred Twenty Four Only) related to different official functions and have proven experience/capabilities for supply & installation of tentage items and providing of catering services for Govt. departments/Ministries/Local Bodies etc. during the last three years.**
- 3.7 The Bidder should not have been blacklisted by any Govt. Deptt./organization/autonomous body etc.
- 3.8 The individual signing the tender form or any document forming part of the tender on behalf of Proprietor/Company/firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. If the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the NDMC, without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case any person signs the agreement/tender on behalf of any limited company or firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement/tender on behalf of the company or firm.
- 3.9 Bidder should have a valid electrical contractor's license issued by the Govt. of NCT of Delhi or should have proper arrangement with a contractor who has a valid electrical contractor's license issued by the Govt. of NCT of Delhi.

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**4. Bid Security (Earnest Money):**

- 4.1 Bid Security (Earnest Money) amounting to **₹1,41,111/- ( Rupees One Lakh Forty One Thousand One Hundred Eleven Only)** shall have to be deposited by the L-1 bidder in the form of A/c payee Demand Draft, Fixed Deposit Receipt/Bank Guarantee from any of the Commercial banks in the name of "The Secretary, NDMC, New Delhi". The original document w.r.t. Earnest money must be deposited in the office of Director (EM) within a week of opening of Financial Bid.
- 4.2 The Bid Security (Earnest Money) shall be valid for a minimum period of 06 (six) months from the date of opening of the Bid by the NDMC. No interest on any account will be payable by the NDMC on this amount.
- 4.3 The Bid Security (Earnest Money) will be forfeited in the event of:
- (a) If a Bidder withdraws his bid during the period of bid validity or
  - (b) In the case of the finally selected Bidder, if the Bidder fails:
    - (i) To furnish Contract Performance security in accordance with terms and Conditions of tender or
    - (ii) If at any stage any information/declaration is found false or
    - (iii) To execute the contract as per the terms and conditions and to the full satisfaction of the NDMC.

**5. Period of Validity of Bids:**

Bids shall remain valid for a period of 180 days from the date of opening of financial bid. A bid valid for a shorter period may be rejected by the NDMC as non-responsive.

**6. Registration with Service Tax, VAT, Sales Tax etc.**

The Bidders should have valid Service Tax, DVAT Registration and shall upload scanned copies of self-attested copies of the registration certificates along with their Technical Bid. The bidders should also upload a self-attested copy of PAN/GIR issued by Income Tax Department.

**7. Bid Requirements:**

- 7.1 The rates should be quoted below or above on percentage basis as per BOQ (Bill of Quantity), as per format.
- 7.2 The Successful Bidder(s) shall be required to furnish Contract Performance Bank Guarantee of an amount equal to 5% of the tendered value plus 5% performance security of the tendered value and the same shall be valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier/bidder including warranty obligation. The performance Security shall have to be furnished in the shape of Account payee Demand Draft, FDR/bank guarantee from any nationalized/scheduled or Financial Bank in favour of The Secretary, NDMC, New Delhi.
- 7.3 The Bidder must submit a list of their owners, partners, etc. and an undertaking to the effect that the firm is not blacklisted by any Government Department/Semi Govt. Deptt/Corporation/Autonomous bodies.
- 7.4 Bids received without scanned copy of Earnest Money will be rejected outright.
- 7.5 Conditional bids, Telefax/Fax bids and incomplete bids will be summarily rejected.
- 7.6 The Bidder must submit proof of ownership and constitution of business.

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**8. BID PRICES:**

- 8.1 The rates quoted should be inclusive of freight charges, packing charges. The other taxes and levies like excise duty, VAT and service tax etc. as applicable from time to time. The validity of these rates should be two years from the acceptance of bid.
- 8.2 The percentage rates should be quoted strictly in line with BOQ leaving no column blank whatsoever to avoid any ambiguity/rejection.
- 8.3 The bidder should ensure that all columns of the BOQ are duly filled in and no column is left blank. After opening of the price bid, no clarifications whatsoever shall be entertained by the NDMC.
- 8.4 The goods asked to be supplied should be in good condition. The Bidder is bound to supply the item/goods at the approved rates during the validity of the rate contract.

**9. Contents of Bid:**

The Bids prepared by the Bidder shall comprise of the following two components:-

- (a) **TECHNICAL BID: List of Documents to be scanned and uploaded within the period of bid submission:**
- i) **Documents/proof of having proven experience/capabilities for supply & installation of tentage items and providing of catering services related to different official functions of Govt. departments/Ministries/Local Bodies etc.**
- ii) Bidder(s)/partners(s) particulars and Undertaking of not having been blacklisted by any Govt./Semi Govt./Corporation/Autonomous Body etc.
- iii) Bid Form (Annexure-IV)
- iv) Demand Draft/Pay Order/FDR towards EMD in favour of The Secretary, NDMC.
- v) Self attested copy of PAN, VAT and Service Tax Number.
- vi) Copy of Balance sheet of last three years duly certified by a Chartered Accountant showing minimum average annual turnover of `21,17,000/- (**Rupees Twenty One Lakhs Seventeen Thousand Only**) only in each of the last three financial years.
- vii) Self attested copy of valid electrical license issued by GNCT of Delhi either to the bidder or the licensed electrical contractor hired by the bidder.
- viii) **Documentary proof in support of the firms having complete done job to the tune of minimum of `56,44,448/- (Rupees Fifty Six Lakh Forty Four Thousand Four hundred Forty Eight Only) or two jobs to the tune of minimum of `42,33,336/- (Rupees Forty Two Lakh Thirty Three Thousand Three Hundred Thirty Six only) or three jobs to the tune of minimum of `28,22,224/- (Rupees Twenty Eight Lakh Twenty Two Thousand Two Hundred Twenty Four Only) and should have proven experience/capabilities for supply and installation of tentage items for different official functions of Govt. departments/Ministries/Local Bodies etc.**
- ix) Proof of ownership and constitution of business.

**(b) FINANCIAL BID**

Rates in the prescribed format as given in e-procurement web portal [website https://govtprocurement.delhi.gov.in](https://govtprocurement.delhi.gov.in)

**10. Bid Evaluation Criteria:**

**To determine the L-I bidder on percentage rates basis whose overall percentage quoted rates for all the listed items is lowest would be L-I.**

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## CHAPTER-2

### CONDITIONS OF CONTRACT

**1. Contract Performance Security:**

- 1.1 The Contract Performance Security will be in favour of The Secretary, NDMC.
- 1.2 The Contract Performance Security should be valid for a period of two years from the date of assigning the rate contract. This will be released after 60 days of the successful completion of contract period.

**2. Payment Schedule:**

- 2.1 **Payment will be made after the completion of function and to the satisfaction of the NDMC. All statutory deductions on account of VAT, Income tax etc. shall be deducted at source as per rules. No advance payment shall be made under any circumstances. The supplier shall deposit the copy of challans of the supplied items to Dy. Director (EM)/ or to an authorized officer NDMC, as the case may be.**
- 2.2 The supplier shall submit the bill (s) in quadruplicate after due verification and certification by the Dy. Director (EM)/or by an Officer authorized by the NDMC, as the case may be.

**3. Penalty:**

- 3.1 **If the Supplier fails to provide the items/item as per requirement/any item in time then NDMC will arrange the same from the local market at the risk and cost of the supplier/firm and in addition penalty @ 50% of the value of that items would be imposed upon the supplier.**
- 3.2 **After the function is over the site should be neat and clean same day within 12 hours otherwise penalty @ `5000/-per day will be imposed against the agency.**

**4. Termination for Default**

- 4.1 The NDMC, may without prejudice to any other remedy for breach of Contract, by 12 hours written notice of default sent to the supplier and upon the Supplier's failure and neglect to propose and/or execute any corrective action to cure the default, **terminate this Contract in whole or in part:**
- (i) If the supplier fails to provide the material or is unable to complete the work/task within the time period (s) specified in the Contract; or
- (ii) If the supplier fails to perform any other obligation(s) under the Contract.
- 4.2 On termination of the Contract, under clause (4.1) above the performance security deposit of the supplier will be forfeited and action will be taken to black list the supplier.

**5. Resolution of Disputes:**

- 5.1 The disputes if any should arise between the parties shall be decided by the Sole Arbitrator. The Arbitrator shall be appointed by the Competent Authority i.e. Chairperson, NDMC, as per Arbitration and Conciliation Act 1996 and the jurisdiction of dispute if any will be at New Delhi/ Delhi. The language of arbitration shall be English.

**Dy. Director (EM)**

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**FORM FOR SUBMISSION OF PRICE BID.**

**ESTIMATED COST `70,55,560/- for two (02) years.**

**List of tentage & catering items required on hire basis in NDMC for the year 2017-18 & 2018-19.**

Tentage & Catering Services like official functions for supply & installation of tentage items viz. furniture, barricading and catering services like supply of Mineral water in different volumes, snacks, lunch, etc., at different places in Jurisdiction of NDMC area.

<b>Tender Inviting Authority:</b> Director (EM)				
<b>Name of Work:</b> Percentage (%) Rate contract for providing tentage & catering services and supply of furniture Items, electrical items, goods, barricading to set up tentage services etc. at different places within the Jurisdiction of NDMC area for the different official functions.				
<b>Contract No:</b> D-_____/DD(EM)/2017			<b>Date:</b> _____	
<b>Bidder Name:</b>		<b>Excess ( + )</b>		<b>%</b>
		<b>Below(-)</b>		<b>%</b>

**SCHEDULE OF WORKS**

**(This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)**

Sl. No.	Description of work	No. or Qty.	Unit	Estimated Rate		AMOUNT P
				Figure	Words	
1.00	Ceiling brand new cloth With Trash & bamboo	50000	Per Sq.ft	12.00		600000.00
2.00	Side wall brand new cloth (white/green)	300000	Per Sq.ft	3.50		1050000.00
3.00	Calcutta type pandal water proof with bamboo structure & tripal/ Trash work with ceiling new	3000	Per Sq.ft	12.00		36000.00
4.00	Carpet strictly brand new (Green/Red)	121000	Per Sq.ft	4.00		484000.00
5.00	Table 6'x3'	448	Per Unit	100.00		44800.00
6.00	Round table (brand new Cover Fril)	2000	Per Unit	150.00		300000.00
7.00	Table Cloth single	448	Per Unit	50.00		22400.00
8.00	Center table with imported glass	80	Per Unit	250.00		20000.00
9.00	Table fall satin frill	448	Per Unit	50.00		22400.00
10.00	Banquet chair with cover+ bow with brand new cloth	4000	Per Unit	40.00		160000.00
11.00	VVIP chair(Executive) Wooden	100	Per Unit	250.00		25000.00
12.00	Leather Sofa Set with cover brand new	120	Per Unit	500.00		60000.00
13.00	Stage fixed board fitting on top with frill and carpet (brand new)	24224	Per Sq.ft	40.00		968960.00
14.00	Pedestal fan	100	Per Unit	150.00		15000.00
15.00	Mist fan	100	Per Unit	1000.00		100000.00

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16.00	Halogen light 500 W	2000	Per Unit	90.00		180000.00
17.00	Podium	100	Per Unit	250.00		25000.00
18.00	Sound system, mic., Cordless, Colum, AMP	100	Per System	4000.00		400000.00
19.00	Meter main line	2000	Per Mtr.	15.00		30000.00
20.00	Chandni Standard size	14000	Per Sq.ft	03.50		49000.00
21.00	Octopus Stall	200	Per Unit	1500.00		300000.00
22.00	Mineral Water 200 ml (Bottle) (Kingfisher/Kinley/Bislery/Bonaqua)	6000	Per Unit	7.00		42000.00
23.00	Mineral Water 200 ml (Seal Packaged Glass) (Kingfisher/ Kinley/ Bislery/ Bonaqua)	6000	Per Unit	3.50		21000.00
24.00	Tea/Coffee/Cold Coffee (with proper crockery/napkin)	6000	Per Cup	10.00		60000.00
25.00	Cold Drink 2 Ltr. (Pepsi/limca/coca cola/fanta with disposable glass)	1000	Per Unit	65.00		65000.00
26.00	Refreshment such as: assorted Samosa, Paneer Pakora, Cookies, Biscuits, Wafers, Dhokla and any one sweet dish. (With proper brand new crockery and napkin with service)	5000	Per Plate/ Per Packet	200.00		1000000.00
27.00	Refreshment for VVIP such as: Roasted Kaju/Badam, Kaju Burfi, Sandwich, Dhokla, Wafers & Cookies. (With proper brand new crockery and napkin with service)	500	Per Plate/ Per Packet	250.00		125000.00
28.00	Lunch (Buffet)-Inclusive of Dal-Makhni, one seasonal mixed vegetable, Shahi Paneer, Rice, Raita, Fresh Salad, Chapati, one sweet dish. (With proper brand new crockery and napkin) with proper service.	2000	Per Plate	225.00		450000.00
29.00	Lunch (Packed)-Inclusive of Dal-Makhni, one seasonal mixed vegetable, Shahi Paneer, Rice, Raita, Fresh Salad, Chapati and one sweet dish with service.	2000	Per Plate	150.00		300000.00
30.00	Dustbin/Tub (In steel)	2000	Per unit	50.00		100000.00
<b>Total Estimated Cost in Figures</b>						<b>7055560.00</b>
<b>Quoted Amount</b>						
<b>Quoted Rate in Words</b>						

**Dy. Director (EM)**

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**The rates should be inclusive of freight charges, packing charges, labour and cartage etc. The other taxes and levies like excise duty, VAT and service tax etc. as applicable from time to time. The validity of these rates should be two (02) years from the acceptance of bid.**

1. The Tenderer should have proven experience/capabilities for supply and installation of tentage items and providing of catering services for official functions or for similar nature work like official functions of Govt. departments/Ministries/Local/Autonomous Bodies etc.
2. The Tenderer must have capacity/sufficient stock of above mentioned items. He will not be allowed to delegate/transfer/assign his contract to some other Party to the disadvantage to this office.
3. It shall be the responsibility of the contractor to have all electrical fittings in working condition. All the charges of electrical items are inclusive of wiring including main and sub main.
4. **To determine the L-I bidder on percentage rates basis whose overall percentage quoted rates for all the listed items is lowest would be L-I.**
5. **Quantity of items can be increased or decreased as per the requirement of department.**
6. At the initial stage, the contract shall be **awarded for a period of two years** from the date of commencement of contract. However, the contract can be extended for a further period of two years with mutual consent of both the parties on approved rates, terms & conditions after completing the work successfully and good performance to the entire satisfaction of NDMC.
7. **Date till which the Bid should be valid:** 180 days from the date of opening of financial bid.

**Signature of bidder with seal**

**Dy. Director (EM)**

**AAO (EM)**

**DIRECTOR (EM)**

**SCANNED DOCUMENTS MUST BE UPLOADED WITH TECHNICAL BID FOR EVALUATION OF THE SAME**

**BIDDER(S)/PARTNER(S) PARTICULARS**

**Due Date of Tender:** \_\_\_\_\_

**Opening Time of Tender:** \_\_\_\_\_

1. **Name of the Item/Work/Tender:** \_\_\_\_\_

2. **Name of the Firm:** \_\_\_\_\_

3. **Address of the Firm:** \_\_\_\_\_

4. **Telephone Numbers: Office: Resi:-Mobile No.:**

**Fax No.**

5. **Name(S)of the Partner/Prop./Director:(1)** \_\_\_\_\_

(2)

6. **TIN No. issued by Deptt. of Trade & Taxes,(Please attached copy):** \_\_\_\_\_

7. **Service Tax No.(Attach copy)**

8. **PAN Card No. (Copy enclosed)**

9. **Details of EMD in the form of DD/Pay order/FDR) (original to be deposited in the Office of Director (EM) within a week of opening of Financial Bid): No.----- dated-----Amount:-----Drawn on:-----.**

10. **Declaration by the bidder:**

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 to abide by them.

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

**Dy. Director (EM)**

**AAO (EM)**

**DIRECTOR (EM)**

**SCANNED COPIES OF DOCUMENTS THAT MUST BE UPLOADED WITH TECHNICAL BID FOR EVALUATION OF THE SAME**

**UNDERTAKING IN THE SHAPE OF AFFIDAVIT DULY ATTESTED BY EXECUTIVE MAGISTRATE/NOTARY PUBLIC**

I/We undertake that:

1. The undersigned certifies that I/We have gone through the terms and conditions mentioned in the tender and undertakes/undertake to comply with the same. The rates quoted by myself/our self are valid for two (02) years from the date of commencement/acceptance of contract and binding upon me/us after acceptance which can be extended for further period on mutually agreed terms and conditions.
2. I/We hereby bind myself/our self to NDMC to supply & installation the tentage items and provide the catering services for or on behalf of the NDMC during the prescribed period.
3. The tentage & catering items shall be of best quality and kind as per the requirement of the NDMC. The decision of the NDMC as regard to the quality and kind of articles shall be final and binding upon me/us.
4. Scanned copy of Earnest money deposit uploaded with the bid documents by me/us viz. **1,41,111/- (Rupees One Lakh Forty One Thousand One Hundred Eleven Only)** in the approved form in favour of The Secretary, NDMC, New Delhi will be deposited within a week of opening of Financial Bid.
5. I/We shall forfeit the EMD/Contract Performance Security deposited by me/us should there be any delay occurring on my/our part. I/We or my/our agent in case fail to supply & install the tentage items at the appointed place and time Secretary, NDMC may arrange them from other source and charge extra amount, if any, paid in connection therewith in the bill submitted by me/us or deduct from the performance security deposited by me/us.
6. The authorized officer of the NDMC if deems it necessary to change any items/material on being found not up to the mark, the same shall be replaced by me/us in time to prevent inconvenience.
7. I/We her by undertake to install & provide the tentage and catering items during the validity of tender as per directions given in the order within stipulated period positively.
8. The condition herein shall also form part of the agreement to be entered into or treated as agreement itself at the discretion of NDMC.
9. To determine the L-I bidder on percentage rates basis whose overall percentage quoted rates for all the listed items is lowest would be L-I.
10. If I/We fail to supply & install the tentage/catering items in time then NDMC will be at liberty to arrange the same from the local market at the risk and cost of the supplier/bidder. In addition to above 50% of the total value of contract equal to BG would act for performance guarantee per day will be charged as penalty.
11. I/We declare that no legal/financial irregularities involving the proprietor/partners/directors or the tendering firm/company are pending.

**Dy. Director (EM)**

**AAO (EM)**

**DIRECTOR (EM)**

12. I/We undertake that the rates quoted by me/us when approved and accepted by the NDMC will be valid for the period applicable. I/We undertake to supply & install the tentage items within specified period. I/We undertake to execute the order within stipulated period and if I/We fail to make the supply of requisite quantity/quality of tentage items during the stipulated period the necessary legal action can be taken by the NDMC.
13. I/We undertake that the firm has not been blacklisted by any of the Govt. / Semi Govt./Corporation etc. in the last seven years.
14. I/We undertake that the articles would be supplied at the quoted rates.
15. I/We undertake that no inquiry is pending against the firm/me.
16. I/We do hereby solemnly affirm and declare that the individual/ firm/ company is not black listed /prosecuted by any Central/ State Governments/UT Departments/ Offices/ Statutory bodies/ Autonomous organization/Corporations etc., or any court of law and against any partner or share holder thereof directly or indirectly connected with or having any subsisting interest in the business of my/our firm.

**Date:**

**Signature and Seal of Bidder**

**Dy. Director (EM)**

**AAO (EM)**

**DIRECTOR (EM)**

**ANNEXURE-III****DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID FOR EVALUATION OF THE SAME.**

Technical Bid comprises of the following and is to be filled on the form at sheets provided in the Tender Documents and **scanned copies** of the list of the documents to be attached with the tender document.

Sl. No.	Documents asked for	Page Number at which document is placed
1.	Security(EMD) of `1,41,111/-(Rupees One Lakh Forty One Thousand One Hundred Eleven Only) in the form of FDR/DD/Bank Guarantee issued by any scheduled commercial bank in favour of Secretary, NDMC, valid for six months period.	
2.	Undertaking in the form of affidavit duly attested by Notary/Executive Magistrate (Annexure-II)	
3.	Self-attested copy of PAN card issued by the Income Tax Department & Sales Tax/ VAT/ TIN No.(Attested copy of Registration Certificate)	
4.	A certificate that all terms & conditions are accepted (signed by authorized signatory)	
5.	Bid form (Annexure-IV)	
6.	Bidders/firms particulars(Annex-I)	
7.	Copy of Balance Sheet of the last 3 consecutive years duly certified by a Chartered Accountant.	
8.	Experience certificate regarding proven <b>experience/capabilities for supply and installation of tentage items for official functions of Govt. departments/Ministries/Local Bodies etc.</b>	
9.	<b>Documentary proof showing that firm have successfully completed at least one job to the tune of minimum `56,44,448/- (Rupees Fifty Six Lakh Forty Four Thousand Four Hundred Forty Eight Only)or two jobs to the tune of minimum of `42,33,336/- (Rupees Forty Two Lakh Thirty Three Thousand Three Hundred Thirty Six only)or three jobs to the tune of minimum of `28,22,224/-(Rupees Twenty Eight Lakh Twenty Two Thousand Two Hundred Twenty Four Only) relating to official functions and should have proven experience/capabilities for supply and installation of tentage items of Govt. departments/Ministries/Local Bodies etc during last three year .</b>	
10.	Proof of ownership and constitution of business.	
11.	Self-attested copy of valid Electrical License issued by GNCT Delhi either to the bidder or the hired licensed contractor.	

All the above mentioned self-attested documents must be submitted with tenders.

Signatures of the Bidder  
(Name and Address of the Bidder with Telephone No.)

**Dy. Director (EM)**

**AAO (EM)**

**DIRECTOR (EM)**

**BID FORM**

Sir,

Having examined the Bid Documents of TENDER for providing tentage and catering services etc. I/We-----, offer to supply & install tentage and provide catering services in conformity with the said tender provisions for sums as may be ascertained in accordance with the Schedule of Prices(BOQ) provided in the Financial Bid.

We undertake, if our bid is accepted, I/we will complete the proposed work as per requirement of the NDMC.

I/We further undertake that, if our bid is accepted, we will obtain the Performance Guarantee an amount equal to 5% of the tendered value (+) 5% performance guarantee of the tendered value valid for a period of two years from the date of assigning the contract. The performance Security can be furnished in the shape of Account payee Demand Draft, FDR/ bank guarantee from any nationalized/scheduled or Financial Bank in favour of Secretary, NDMC.

I/We agree to abide by this bid for a period of two years from the date of acceptance of contract and it shall remain binding upon us.

Further, I/We agree that, the Notice Inviting Tender together with all terms and conditions with your written acceptance of tender and your notification of award shall form part of Agreement and constitute a binding Contract between us.

I/We have noted the contents of Contract Form and all conditions thereof and agree to abide by the terms and conditions mentioned therein.

SIGNATURE AND SEAL OF BIDDER

**Dy. Director (EM)**

**AAO (EM)**

**DIRECTOR (EM)**