

Dr. Ram Manohar Lohiya National Law University

Sector-D-1, LDA Colony, Kanpur Road Scheme, Aashiana, Lucknow



SHORT TERM TENDER NOTICE

The University invites e-tenders from the interested and eligible parties for providing tentage service including supply and fixing of bedding, Canopy, Chairs, and tables etc. for various university events to be organized University Campus during the contract period. The selection of vender will be based on a two-stage process. At the first stage, the Agencies will be short-listed based on the eligibility criteria given in **ANNEXURE-A**. The Financial bids of the short-listed bidders shall only be opened.

E- TENDER NOTICE

(Empanelment of vender for providing tentage service including supply and fixing of bedding, Canopy, Chairs, and tables etc.)

: Important Dates:

Start date and time of viewing/downloading the Tender Document	:	04 Aug, 2023
Start date and time for submission of bid	:	04 Aug, 2023
Last date and time for online submission of bid & submission of EMD & Tender Fee	:	21 Aug 2023 till 5.00 PM.
Date and time for opening of Technical Bid	:	23 Aug 2023 3:00 PM
Tender Fee	:	Rs. 500/-
Date of Financial Bid Opening	:	Technically qualified tendering firms shall be informed telephonically
Scope of Work	:	Please see overleaf

Registrar
Dr. Ram Manohar Lohiya National Law
University Lucknow

PSH

Dr. Ram Manohar Lohiya National Law University, Lucknow
Sector-D-1, LDA Colony, Kanpur Road Scheme, Lucknow
Web site: www.rmlnlul.ac.in

1. About Dr. Ram Manohar Lohiya National Law University, Lucknow:

All over country, there are 23 National Law Universities (as of now) and Dr. Ram Manohar Lohiya National Law University, Lucknow is one of them. Dr. Ram Manohar Lohiya National Law University was established by an Act of Govt. of Uttar Pradesh in 2005, U.P. Act No.28 of 2005 and came into being on 4th of January 2006 to meet up the new challenges in legal field and to strengthen the vision that was given by the establishment of first National Law School of the country.

2. Purpose of Bid:

The purpose of bid is the empanelment of vender for providing tentage service including supply and fixing of bedding, Canopy, Chairs, and tables etc. for various university events to be organized in the University Campus during the period of the contract.

3. Scope of Work.

The Successful bidder shall provide tentage service including supply and fixing of bedding, Canopy, Chairs, and tables etc. for various university events to be organized on the University Campus during the contract period. Details of the items to be provided is available in financial bid .

4. Other Conditions:

1. E-tender is invited in two bids i.e., Technical Bid (**Annexure-A**) and Financial Bid (**Annexure-B**) separately. Manual bids will not be accepted.
2. The bidding process is online. Bidder should have valid Digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC needs to be registered on the website <https://etender.up.nic.in>. Tender document may be viewed, downloaded from, and uploaded on the website <https://etender.up.nic.in> as per schedule given in important date sheet of this tender document.
3. The bidder firm must have its local office in Lucknow.
4. The bidders must be registered in GST.
5. The bidders should have at least five years' experience in providing quality tentage services. Proof of the same shall have to be uploaded along with the technical bid.
6. The average annual turnover of the bidder firm should not be less than Rs.10.00 lac per annum of past three years 2019-20, 2020-21 and 2021-22.
7. The University will enter the contract for a period of one year which shall be extendable for another two years based on satisfactory performance of the service provider. The terms and conditions of the contract during the period of the agreement shall remain unchanged.
8. The contract may be terminated at any time if services are not found satisfactory.
9. The tendering agency is required to submit Rs. 12,000/- as EMD by way of bank draft/bankers' cheque in favour of Finance Officer, Dr. Ram Manohar Lohiya National Law University, Lucknow. The bidder should send the EMD draft/cheque to the University within 3 days of the end date of the bid. Scanned copy to be uploaded along with technical bid.

10. The EMD of all unsuccessful firms shall be returned/refunded within one month of completion of tender process.
11. The Successful bidder shall have to deposit performance security Rs. 30,000/- in the form of a fixed deposit which shall be pledged in the name of Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow. The performance security shall be returned to the service provider after successful completion of the contract.
12. The performance security shall be treated as a collateral guarantee for compliance with terms and contract of empanelment, therefore, liable for forfeiture, adjustment, based on actual assessment of loss, against any breach of contract terms.
13. The payments shall be released by the University against the bills received from the service provider after completion of the assigned work to the satisfaction of the University. No advance payment shall be made by the University.
14. The bidders offering lowest rates on tentage items will be empaneled by the University.
15. The University reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
16. The University will issue a work order specifying the items to be supplied. The firm shall be required to ensure the supply of the items according to the work order. The firm shall be required to follow the dates/timelines as mentioned by the University in the work order.
17. The tentative cost of the bid is Rs. 6.00 lacs.
18. All payments shall be subject to TDS at applicable rates.
19. The bidder should submit their bids for the entire job. Partial bidding will not be considered.
20. Transportation of all items to the University site and back to go down shall be the responsibility of the firm.
21. All items (Sofa, Chairs/Carpet/tables etc.) should be of the best condition and will be required to be cleaned by the service provider during the events as and when required.
22. Dismantling is to be started immediately after completion of the event and to be completed at the earliest. The site shall be required to be cleaned just next day after the event.
23. Payment will be made as per actual hired quantities which may vary from the ordered quantity some time.
24. The bidder shall have to quote their rates including transportation, labor, installation, and taxes etc. The University shall not pay any additional amount over and above the rates quoted in the financial bid.
25. All wirings must be provided by the firm from the source to be specified by Dr. University and all safety parameters must be followed, Proper electrical connections to be made to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated and sealed to avoid short circuiting and fire.
26. As University programs see the participation from Hon'ble Judges, Ministers and top Govt. officials, all material used should be of very high quality otherwise appropriate deductions will be made from the bill.
27. Rates will be compared based on grand total and not based on individual items.

28. All precautionary safety measures should be adopted by the agency in erecting hangers' tents, fixing lights, etc. The University shall not be responsible for any mis-happening and loss caused due to the agency's negligence.
29. The representatives of the firm should be available on the telephone and on mobile to enable the University to call them in an emergency. Therefore, telephone as well as mobile nos. shall be provided to the University.
30. Tenders received without E.M.D. or incomplete Tenders would be rejected. MSE
31. Any dispute regarding the terms of empanelment will be referred to the sole arbitrator appointed by the University. Decision of such arbitrator shall be final and binding on both the parties (i.e., The University and the empaneled service provider).

5. SELECTION CRITERIA OTHER TERMS AND CONDITIONS

Technical Qualification of the bidder:

S.No	Required documents	Annexure Nos.
1.	Registration Number Under Companies/Societies Registration Act/ Partnership /Proprietorship (Copy of the memorandum of association/byelaws of the company or any other relevant document to be uploaded)	
2.	The agency must be registered in various authorities: 1. G.S.T. 2. PAN (Proof of the relevant documents must be uploaded on the appropriate place.)	
3.	Bidder should have 5 years' experience in providing quality tentage Services.	
4.	The bidder should have completed an average minimum of Rs. 2.00 lacs per annum tentage service in last three financial years (The service provider must have to upload 'Self Declaration Certificate' of work orders details in the various organizations in support of the claim).	
5.	Earnest money details. (Scanned copy should be upload)	
6.	The average annual turnover of the firm must be Rs. 8 Lac or more for last 3 years (i.e., 2019-20, 2020-21 and 2021-22). (The bidders are required to submit only turnover statement certified by Chartered Account.)	
7.	The agency should have its office in Lucknow. (Proof of the same must be uploaded on the relevant place.)	
8.	The service provider must have to upload, ' (Self-Declaration Certificate' for not being blacklisted from any organization.)	



Dr. Ram Manohar Lohiya National Law University, Lucknow
(Financial Bid)

Item usually required to be supplied during academic, cultural, sports etc. events are as under:

Sr. No.	Item Description	Unit	Rate with GST (in rupee)
1	VIP Sofa 2-Seater with white Cover	Each	
2	Pandal on Pole	Each	
3	Sitting chair with white cover VIP	Each	
4	PVC Chair	Each	
5	Center Table with Cover (2x4)	Each	
6	Canopy size 10'x10'	Each	
7	Canopy size 20'x20'	Each	
8	Table with cover (2.5x5)	Each	
9	Pole long & short	Each	
10	Bedding Set for summer (Gadda+2Bed Sheet+Pillow)	Each	
11	Bedding Set for winter (Gadda+Razai+Bed Sheet+Pillow)	Each	
12	Mattress 3"	Each	
13	Bed Sheet	Each	
14	Pillow	Each	
15	Rajai	Each	
16	LED	Each	
17	Round Table with table clothes/ frills	Each	
18	Providing and laying of red carpet	Sq. ft	
19	Providing and fixing of Mikes & sound systems with speakers and all accessories with mixer and professional mike system	Sound Machine Speaker	
20	Chandni	Per Sq. ft	
21	Serving table with frills	Each	
22	Curtain on Pole	Each	
23	Table 4x8 (Stage Table)2.5 feet height	Each	
24	Table 4x8 (Stage Table) 24 feet height	Each	
25	Table 2x8	Each	
26	Staircase	Each	
27	Stage Making with Carpet two frill (24x32sq.ft.)	Each	
28	Ramp Making on Table	Each	
29	Selfie Point	Each	
30	Central Table Raxine	Each	
31	Generator set 250 KVA with wiring, diesel, and operator	Each	
32	Decorative gate with steel structure	Each	
	Grand Total with tax		

Name and Seal of bidder

DSK