

Dr. Ram Manohar Lohiya National Law University

Sector-D-1, LDA Colony, Kanpur Road Scheme, Lucknow, Web site:

www.rmlnlul.ac.in



Short-term tender notice

(For Hiring of Tantage items like Bedding, Canopy, Chair, Table etc.)

Proposals are invited from reputed service providers for providing tentage services including supply and fixing of beddings, canopy, chairs and tables etc. for various University events to be organized University campus from time to time. Empanelled service provider shall be required to provide their services as and when required during the year. Contract shall be valid for 3 years which may be exted further on mutual consent basis. Objective of this tender notice is to select a quality service provider on competitive pricing. The annual expenditure on this head is expected to be approximately Rs. 10.00 lacs. Interested service providers may obtain tender form from the University office on payment of requisite processing fee.

Time Schedule for tender process

DATE OF SALE OF TENDER	:	31.07.2017
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	:	21.08.2017 (up to 02:00 PM)
TIME AND DATE FOR OPENING OF THE TENDER (Technical Bid)	:	3:30 PM on 21.08.2017
TIME AND DATE FOR OPENING OF THE TENDER (Financial Bid)	:	Date and time of financial bid opening will be informed telephonically
PLACE OF OPENING OF THE TENDER	:	Administrative Block of the University.
ADDRESS FOR COMMUNICATION	:	Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow -226012
PERIOD OF CONTRACT	:	03 Years
TENDER PROCESSING FEE	:	Rs. 1,000/-

Name & Signatures of the authorized person of the tendering firm

Seal of the Firm

Dr. Ram Manohar Lohiya National Law University

**Annexure-I
Technical Bid**

(Particulars of the Tendering Firm)

1.	Name of firm	Relevant details filled by the bidder
2.	Address of the firm	
3.	Telephone/Mobile No.	
4.	E-mail ID	
5.	Bank A/c No. (Please enclose an unsigned cancelled cheque)	
6.	Income Tax (PAN No.)	
7.	GST Registration No.	
8.	Earnest Money Details	TDR/D.D. No.: Dated: Drawn on:
9.	Past experience	
10.	Turnover of the firm from similar business for the last three years:	F.Y. 2013-14 F.Y. 2014-15 F.Y. 2015-16
11.	Acceptance of terms and conditions (given overleaf) Y/N	

Undertaking by the tendering firm

I have gone through all the terms & conditions and scope of work given in the tender document. I declare that the information given by me in the technical bid is true as per my knowledge and belief. I understand that my firm fulfills the eligibility conditions of the tender document. I also understand that in case any of the information provided by us in the technical bid is found to be false, we are liable to be debarred from the tendering process and the University may also take any other punitive action as per law. I agree to abide by all the term & conditions of the tender in case work is awarded to our firm.

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Terms & Conditions of empanelment

Eligibility conditions:

1. The firm must have its local office in Lucknow.
2. The firm must have a valid PAN and GST Registration number.
3. The firm should have minimum of three years experience in providing quality tentage services.
4. The turnover of the firm should not be less than Rs.10.00 lac per annum of past three years.

Other Conditions:

1. The University will enter into the contract for a period of three years, extendable to a further period depending on the mutual agreement. The terms and conditions of the contract, during the period of agreement shall remain unchanged. The contract may be terminated at any time in case services are not found satisfactory.
2. The tendering agency is required to enclosed Rs. 25,000/- as EMD by way of Bank Draft in favour of Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow. This EMD shall be converted in to Security Deposit in case of empanelled agency. EMD of all unsuccessful firms shall be refunded within 2 weeks of completion of tender process. Security Deposit of the empanelled agency shall be refunded within 30 days after the expiry of the contract period. The security money shall be treated as a collateral guarantee for compliance of terms and contract of empanelment, therefore, liable for forfeiture, adjustment, based on actual assessment of loss, against any breach of contract terms.
3. The University shall not make any advance payment to the empanelled firm for any of the work assigned by the University. The payments shall be released by the University against the bills received from the firm after completion of the work to the satisfaction of the University.
4. The University reserves the right to remove any such agency along with forfeiture of Performance Guarantee, if the service provided by the Agency is found to be unsatisfactory or the agency defaults on account of adherence to the conditions of empanelment.
5. Bidders offering lowest rates on tentage items will be empanelled by the University.
6. The University reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
7. The agency will be issued a work order by the University specifying the items to be supplied. The firm shall be required to ensure 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. Annual expenditure of the University on on this head is approximately Rs. 10.00 lacs presently.
8. All payments shall be subject to TDS at applicable rates.
9. Tendering firms are required to submit their proposals in two envelopes. Envelope-1 shall contain page no. 1 to 3 of the tender document and will be known as technical bid. Envelope-2 shall contain page no. 4 only which shall be known as financial bid. These two envelopes shall be sealed in one big envelope superscripted as 'Proposal for Hiring of Tantage items like Bedding, Canopy, Chair, Table etc. Financial bids of only those bidders shall be opened who qualify the conditions of the technical bid.
Envelope Envelope containing the proposal (all four pages) must be superscripted as and submitted in the University within prescribed date and time. Proposals received after prescribed time and date shall not be accepted.
10. Transportation of all items to the University site and back to godown shall be the responsibility of the firm.
11. All items (Sofa, Chairs/Carpet/tables etc.) should be of best conditions and will be required to be cleaned by the service provider during the events as and when required.
12. Dismantling is to be started immediately after completion of event and to be completed at the earliest. Site shall be required to be cleaned just next day of the event.
13. Payment will be made as per actual hired quantities which may vary from the ordered quantity some time.
14. Rate must be quoted on unit basis (including transportation, labor, installation etc.) in the price. The rates quoted shall be exclusive of taxes. Taxes as applicable will be paid by the University separately
15. All wirings have to 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 so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated and sealed so as to avoid short circuiting and fire.
16. As University programmes 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.
17. Rates will be compared on the basis of grand total and not on the basis of individual items.
18. 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.
19. The representatives of the firm should be available on telephone and also on mobile to enable the University to call them in emergency situation. Therefore telephone as well as mobile nos. shall be provided to the University.
20. Tenders received without E.M.D. or incomplete Tenders would be rejected.
21. 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 the both of the parties (i.e. The University and the empanelled service provider).

Declaration by the tendering firm

It is certified that the details given above are correct. I understand that if at any stage any of the detail/declaration is found to be false, the contract shall be liable to be terminated and the University shall be free to take any legal action as per law. I have read the terms and conditions of the tender documents given above and agree to comply those in case of empanelment of my agency. It is also certified that our firm has no history of being blacklisted by any organization in the past.

Name & Signatures of the authorized person of the tendering firm

Seal of the Firm

Dr. Ram Manohar Lohiya National Law University

Annexure-II Financial Bid

Items usually required to be supplied during academic, cultural, sports events

Sr. No.	Item Description	Unit	Rate
1.	VIP Sofa 2 Seater with white Cover	Each	
2.	VIP Sofa 3 Seater with white Cover	Each	
3.	sitting chair with white cover	Each	
4.	sitting chair without white cover	Each	
5.	Center Table with Cover	Each	
6.	Canopy size 10'x10'	Each	
7.	Canopy size 10'x20'	Each	
8.	Table with cover	Each	
9.	High Mast Light	Each	
10.	Bedding Set for summer	Each	
11.	Bedding Set for winter	Each	
12.	Mattress	Each	
13.	Bed Sheet	Each	
14.	Pillow	Each	
15.	Rajai	Each	
16.	Meta Light	Each	
17.	Halogen lights	Each	
18.	Round Table with table clothes/ frills	Each	
19.	Providing and laying of red carpet	Sq. ft	
20.	Providing and fixing of Mikes & sound systems with speakers and all accessories	Each	
21.	Chandni with curtains	Per Sq. ft	
22.	Serving table with frills	Each	

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