



# Vasantdada Sugar Institute

Manjari (Bk), Tal:-Haveli, Dist: - Pune: - 412307

Maharashtra

Phone :( 020)26902100, Fax :( 020)26902244

---

## Tender Document

For

Providing Hangers, Stalls and other furnitures on hire basis for

Proposed visit of Hon'ble Minister Govt. of India

at Vasantdada Sugar Institute Manjari (Bk) , Tal. Haveli , Dist. Pune

Tender Submission

At

Vasantdada Sugar Institute

Manjari (Bk) Pune

**FORM OF TENDER**  
**(TO BE COMPLETED BY TENDERER)**

To,

Date: -----

The Director General,

Vasantdada Sugar Institute,

Manjari (BK),

Pune

**Sub.:** \_\_\_\_\_

Dear Sir,

We have pleasure in submitting herewith our Tender for the above mentioned work duly completed in all respects.

1. We have read and studied the conditions, specifications, drawings (schedule of Quantities and rate), special conditions. We hereby agree to abide by them.
2. We also agree to complete the proposed work before two days of event (work to be carried out as per tender specification and when necessary in co-operation with other contractors) from the date of issue of work order.
3. We agree to execute and complete the said work at quoted rates.

Thanking you,

Yours truly,

(Signature of the Contractor)

From: \_\_\_\_\_.

## GENERAL CONDITION OF TENDER

Name of work: providing Hangers, Stalls and other furnitures on hire basis for Proposed visit of Hon'ble Minister Govt. of India at Vasantdada Sugar Institute Manjari (Bk) , Tal. Haveli , Dist. Pune

Sealed **item rate** tenders in two envelopes are invited from reputed / experienced Contractors fulfilling following eligibility criteria for the above work at Vasantdada Sugar Institute,

### 1) Eligibility of the bidder:

1. The bidder should be in the business of professional Conference / Exhibition / Signages & Printing for a minimum 5 years as on date. The agency should be having working experience for minimum 8-10 events. Govt. / approved PSUs / Associations clients.
 

(a) Kindly provide the detailed company background along with the inventory detail of staff details / Company Owned Transportation Fleet, Branch Offices/ Warehouses/Godowns.
2. The bidder must have the experience of organizing events involving celebration / Inauguration of events by High Dignitaries including President, Prime Minister of India, Cabinet Ministers, Govt. of India. Minimum two events of Hon'ble Prime Minister of India has visited.
3. The bidder must be registered company or partnership firm and produce incorporation certificate and should be ISO certified.
4. Annual turn over during each last three years should be minimum of Rs.3 crs.

### Schedule of Tender Notice

Estimated Cost of the work	
Date of Publication of Tender	08/09/2021
Cost of Tender blank tender form	Rs.1000/-+ GST (non refundable)
Last Date and Time of Bid Submission,	15/09/2021 (16 hours)
Pre-bid meeting at VSI premises, Manjari (bk.), Pune	
Earnest Money Deposit	Rs. 25,000.00
Security deposit (Including EMD)	Rs. 50,000.00

### **Instructions to the Contractor**

The following instructions may be read carefully and strictly complied with before submitting the tenders:

- A) The documents submitted by the Bidder must be self attested by the Private/Public Ltd., Company/ Partnership or authorized signatory himself/herself and properly numbered.
- B) No documents/certificates will be accepted after the Closing the Date & Time for the tender.
- C) The successful bidder should deposit security deposit of Rs.50,000/- (Rupees Fifty Thousand) in the form of DD from nationalized scheduled bank. Earnest money deposit shall be converted into security deposit and same would be retained by VSI till finalization of contract without interest.
- D) VSI reserves its rights to reject or accept any part or whole tender without assigning any reason what so ever.
- E) Each page of the tender form should be signed. The tender shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so. (Certified copies to be enclosed)
- F) Tender containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of the eligibility criteria does not guarantee selection.
- G) The tender which are received after the due date and time, shall liable to be rejected.
- H) The tender should reach VSI, Pune by 2.00 pm on 15.09.2021 (16 hrs.)
- I) Canvassing in any form is strictly prohibited and the application of such person/organization that resort to canvassing will be liable for rejection.
- J) That the court of Pune shall alone have jurisdiction to decide any dispute arising out of the contract.
- K) Address of the office / Branch Offices /Warehouse with Telephone numbers to be submitted.
- L) List of infrastructure and Technical Expertise available with the bidder to be submitted.
- M) Financial Bid will be opened after qualifying the technical Bid.
- N) The decision of the Director General shall be final in respect of all disputes.
- O) Successful contractor should execute an agreement bond on non judicial stamp paper of appropriate value.

- P) The tender notice and proceedings of the pre-bid meeting shall form a part of the contract.
- Q) Offer shall remain valid up to 120 days from the date of opening of offer.
- R) Earnest money deposit shall be forfeited in case if successful bidder does not pay the security deposit or sign agreement within schedule time.

### **Manner of submission**

#### **Envelope No. 1 (Technical Envelope)**

In the technical bid following documents should be submitted

1. Information in Annexure -I
2. Earnest Money Deposit (EMD)/ Bid Security: - Every bidder shall have to deposit the earnest money in the Form of Bank Draft of Rs.25,000/- (Rs. Twenty Five thousand only) from any nationalized / scheduled bank in favour of "Vasantdada Sugar Institute, Pune". The EMD money of the successful bidder will be converted into security deposit and will be kept with VSI till finalization of work for the period of validity of the tender. No Post dated EMD shall be acceptable.
3. The cost of blank tender form of Rs. 1,000.00 in the form of D.D. from Nationalized/Scheduled bank
4. Income tax return for financial year 2016-2017 to 2019-20 and along with self attested copy of valid Permanent Account Number (PAN).
5. Tax : Submit self attested copy G.S.T. Tax registration certificate.
6. Company must be Public/ Private Ltd., or partnership firm (In corporation certificate with M.O.A., Company firm must be ISO Certified.
7. Name(s) of the existing customer(s) if any, the list may please be Provided. Certificate of works done of similar type.
8. Work completion certificates.
9. Bank solvency of Rs.5.00 lakh.
10. Company profile and photo copies of work carried out.
11. Shop act license of 1948 act., Professional tax, Company Pan Card.
12. Mvat tax registration copies.

## **Envelope No.2: Commercial Offer / Financial bid**

### **II. FINANCIAL BID:**

1. The Bidder must submit their financial bids in Indian Currency only (INR), on Item Rate basis as per prescribed Performa in Annexure- II/ Schedule B, both in words and figures separately in the given format. All quoted rates to be exclusive of Service Tax but inclusive of any other applicable Tax.
2. The rates should be inclusive of labour, transport, delivery charges and dismantling and removing the material after successful completion of event but excluding G.S.T.
3. The complete setup is on rental basis.
4. Commercial bid in the prescribe tender form, which should be placed in a sealed cover, super-scribed with the name of work.
5. Both the covers should be kept in bigger envelope dully sealed and super-scribed with the name of work.

### **Terms and conditions of the contractor**

1. No advance shall be paid and entire payment shall be made only after successful completion of event after statutory deductions.

2. **ADDITIONAL WORK:**

Any additional work if required/ ordered by the Owners/ Consultant shall be taken up and completed within the agreed time schedule. The item-rates for such work shall be submitted for the approval of Owners/ Consultants, but the work shall start immediately upon receiving instructions by the Contractor from the Owners/ Consultant. In this case the rate for additional work shall be finalized mutually.

3. **PENALTY / LIQUIDED DAMAGES:**

Time is essence of contract and therefore the penalty shall be Rs.1,00,000/- per day for delay in completion of work shall be levied and recovered. For this purpose contractor should submit time schedule for completion of each item of work. The delay will be considered for non-completion of each item of work as per schedule provided by the contractor and approved by the VSI.

- 4 **LABOUR LAWS ETC. :**

The Contractor shall abide by the provisions of State / Central Govt./ Local Labour Laws and discharge his obligations towards any liability arising out of such Laws in respect of his workers/ Sub-Contractor's Workers. In case, the

Contractor fails to comply with the Law requirements, the Owners will have to intervene and settle the demands / disputes of the Contractor or his Sub-Contractor's Labour and debit the cost to the Contractors account. The Contractor shall maintain all such records for the presence of his labour / other people as may be required. In no case, the same would be mixed up with records of the Owner / his other Contractors.

**5 WORKMANSHIP :**

Good Workmanship and neat appearance are pre-requisites of the Contract. Work shall be carried out in accordance with statutory rules and regulations in force and conform to M.S.E.D.C.L. standards, Electrical Inspector's requirements I.E. Rules and relevant IS.

**6 QUANTITIES :**

Quantities mentioned in the tender documents are approximate and bidder is advised to check these with his working drawings and arrive at actual required quantities as per site conditions, before placing order. In any case, the payment will be made on the basis of finally supplied and erected quantities on completion of work.

**7 OBSERVANCE OF RULES/ REGULATIONS / ACTS :**

The Contractor will have to observe all the rules and regulations prescribed under the Factories Act, Provident Fund Act., ESI Act., Shops and Establishment Act, Workmen's Compensation Act and such other Acts and Labour Laws as may be applicable and any liability arising out of non-observance of the regulations and Acts in respect of his employees or his Sub-Contractor employees, in respect of this Contract work, will have to be fully assumed and met by the Contractor. The Contractor should ensure that he satisfies all the above regulations acts. etc., the Contractor or his Sub-Contractor in the Owner's premises/ site of work, shall be the liability of the Contractor and the Owner shall not assume any responsibility legal or otherwise in this respect.

**8 REGULATIONS :**

The Contractor and his employees shall observe all rules and regulations of working in a running institute

9 **CO-ORDINATION OF WORK :**

The Contractor shall co-ordinate his work with those of other agencies and the Consultants / Owners shall decide the priorities.

10 **SAFETY MEASURES :**

The Contractor shall provide all "Safety Measures" such as Safety Belts, Helmets etc., and shall provide proper temporary lighting for his scope of work.

11 **HOUSE KEEPING :**

The Contractor shall provide proper Housekeeping, Keep working place neat and clean store materials neatly and properly.

12 **CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:**

The Contractor shall provide everything necessary for the proper Execution of the works according to the intent and meaning of the Drawings. Priced Schedule of Quantities and Specification taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the Contractor finds any discrepancy therein he shall immediately and in writing refer the same to the owner whose decision shall be final and binding on the parties.

13 **SCHEDULE OF QUANTITITES:**

The Schedule of Quantities unless otherwise stated shall be deemed to have been prepared in accordance with the method of measurement mentioned in the Specifications, and shall be considered to be approximate and no liability shall attach the Engineer I/c for any error that may be discovered therein.

14 **VARIATIONS:**

The Contractor may when authorized, and shall when directed, in writing by the Engineer I/c and/to omit from, or vary the words shown upon the Drawings or described in Specification or included in the Priced Schedule of Quantities, but the Contractor shall make no addition, omission or variation without such authorization or direction. A verbal authority or direction by the Engineer I/c



shall, if confirmed by the Contractor in writing within 7 days be deemed to have been given in writing.

No claim any extra shall be allowed unless it shall have been executed under the provisions the authority of the Engineer I/c herein mentioned. Any such extra is herein referred to as an authorized extra. No variations i.e. additions, omissions or substitutions, shall vitiate the Contract.

In other Contractors, the rates of items not included in Schedule of Quantities shall be settled by the Engineer I/c.

**15. DAMAGE TO PERSONS AND PROPERLY INSURANCE IN RESPECT OF:**

The Contractor shall be responsible for all injury to persons, things and for all damage to the structural and/or decorative part of property which may arise from the operations or neglect of himself or of any of his or sub-contractors employees whether such injury or damage arise from carelessness, accident or any other cause whatever in any way connected with the carrying out of this contract. The clause shall be held to include internal damage to buildings, whether immediately adjacent or otherwise, and any damage to roads streets footpaths, bridges or ways as well as all damage caused to the buildings, and the forming the subject of this Contract by frost, rain or other inclemency of the weather. The Contractor shall indemnify the employer and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of Government, or otherwise and also in respect of any award of compensation or damages consequent upon such claim.

The Contractor shall reinstate all damage of every sort mentioned in the Clause, so as to deliver up the whole of the contract work complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third parties.

The Contractor shall indemnify the employer against all claims which may be made against the employer by any member of the public, or other third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense arrange to effect and maintain, until the Virtual Completion of the Contract with an approved Office a Policy of Insurance

in the joint names of the employer and the Contractor against such risks and deposit such policy or policies with the Engineer I/c from time to time during the currency of this Contract. The Contractor shall also indemnify the employer against all claims which may be made upon the employer whether under the Workmen's Compensation Act any other Statues in force during the currency of this Contract or at common Law in respect of any Employee of the Contractor or any sub-contractor and shall at his own expense effect and maintain, until the Virtual Completion of the Contract, with an approved Office a policy of Insurance in the joint names of the employer and the Contractor against such risks and deposit such Policy or Policies with the Architect from time to time during the currency of this Contract. The contractor shall be responsible for anything, which may be excluded from the Insurance Policies above referred to and also for all other damage to any property arising out of and incidental to the negligent or defective carrying out of the Contract.

He shall also Indemnify the employer in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation of damages arising there from.

The Employer with he consent of the Engineer I/c shall be at liberty and is hereby empowered to deduct the amount of any damages compensation costs charges and expenses arising or occurring from or In respect of any such claim or damage from any sum of sums due or to become due to the Contractor.

## 16 **FIRE INSURANCE:**

Unless otherwise Instructed by the Engineer I/c the Contractor shall on signing the Contract Insure the works and keep them insured until the virtual completion of the Contract against loss or damage by fire and/or earthquake in an Office to be approved by the Engineer I/c. In the joint names of the Employer and Contractor for such amount and the Engineer I/c for any further sum if called upon to do so by the Engineer I/c the premium of such further sum being allowed to the Contractor as an authorized extra. Such policy shall cover the property of the Employer only and the Engineer I/c less and in connection with his services generally in the reinstatement and shall not cover any property of the Contractor or of any Sub contractor or Employee. The Contractor shall deposit the policy and receipts for the premium with the Engineer I/c within

twenty one days from the date of signing the contract unless otherwise instructed by the Engineer I/c In default of the Contractor insuring as provided above, the Employer or the Engineer I/c on his behalf may so Insure and may deduct the premiums paid from any moneys due or which may become due to the contractor the contractor shall as soon as the claim under the Policy is settled or the work reinstated by the Insurance Office should they elect to do so, proceed with the all due diligence with the completion of the work in the same manner as though the fire had not occurred and in all respect under the same Conditions of Contract. The Contractor, in case of rebuilding or reinstatement after of fire, shall be entitled to such extension of time for completion, as the Engineer I/c may deem fit.

#### **17. RISK PURCHASE CLAUSE:**

If in the opinion of the Owners/Consultant, the Contractor fails to perform and discharge his obligation at any time during tenure of the contract period

If the Contractor fails, the Owners reserve the right to cancel the whole or part of the order and get the same carried out by other agencies at the Contractor's risk cost and responsibilities and recover the costs from the Contractor's outstanding bills or Security Deposit or Retention amount.

#### **18. EXPECTED RISKS (FORCE MAJEURE CLAUSE)**

A) The "Accepted Risk" are not (in so far as it is uninsurable) war, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil commotion, rebellion, insurrection or military or unsurpassed power, sabotage, fire, floods, explosions, epidemics, quarantine restrictions, earthquakes, damage by aircraft, and ACTS of GOD or any cause for which owners are responsible for the delay in execution /completion of work by Contractor.

B) The above mentioned FORCE MAJEURE EVENTS shall not include constraints which could prudently be foreseen like shortage of power, non, availability of raw materials, difficulties in making transport arrangements etc.

**ANNEXURE-I : SCHEDULE- A****PRE-QUALIFICATION/TECHNICAL BID (CHECK LIST)****Technical Details:**

1	Name	
	Address of the Firm /Company	
2	Telephone Number :	
	Office :	
	Mobile :	
	E-mail :	
3	The bidder must be Private /Public Ltd. Company or Partnership firm. Please enclose supporting documents of registration.	
4	Service Tax Registration No. (Please enclose a copy of the Certificate issued by Excise Department)	
5	Godowns / Storing Capacity with Addresses Ownership details of Head Office & Branch Offices (Photocopy of the documents to be enclosed)	
6	Company Owned Transportation kept for movement of materials (Photostat copy to be attached)	
7	Permanent Account No. (Photocopy must be attached)	
8	Earnest Money Deposit (Demand Draft From Nationalized /scheduled Bank) Mention DD details with bank details	
9	Income Tax Return copies for last three years	
10	Shop Act Registration License of 1948 act.	
11	Company Must be ISO Certified	
12	Professional Tax (Zerox copy)	
13	Minimum two works of Similar Type & Magnitude Carried out Copies to be furnished.	
14	Name of the Single work completion certificate of 3 Cr.	
15	Mvat tax registration copy attached	
16	Company Profile & Photocopies of work carried out.	
17	Bidder is required to submit a safety plan (Fire and other risk)	

## VASANTDADA SUGAR INSTITUTE

TAL-HAVELI, MANJARI (BK.), PUNE -412 307

### BILL OF QUANTITIES (SCHEDULE - B)

Item no.	Item Description	No.	Length	Width	Quantity	Unit	Rate	Amount
1]	Erection & fixing of European style Aluminium Structure (Hanger) with top fabric							
	i) Conference Hall	1	15	15	225	Sq.m		
2]	Side Wall made of Fabric from all sides with Entry & Exit doors							
	i) Conference Hall	4	15		60	Rn.m		
3]	Synthetic Carpet with Pasting							
	i) Conference Hall	1	15	15	225	Sq.m		
4]	Wooden Raised Platform with top plain leveled surface							
	i) Conference Hall	1	15	15	225	Sq.m		
5]	Electrical metalloids							
	i) Conference Hall	12			12	Nos		
6]	Celing Fan	6			6	Nos		
7]	Stall Pannels							
	a) Poster Area	30			30	Nos		
8]	Spot lights							
	a) Poster Hall	30			30	Nos		
9]	Pre-Fabricated powder coated Octonorm Stalls							
	a) Size 6m X 3m	4			4	Nos		
	<b>Total Amount in Rs.</b>							