

**PUNJAB ENGINEERING COLLEGE**  
**(Deemed to be University)**  
**Chandigarh**  
**Sector 12, Chandigarh 160012**



**E-tender document**

**For**

**Tentage / German Hanger & Stage work for Convocation 2020**

**at**

**PUNJAB ENGINEERING COLLEGE (Deemed to be University)**

**Sector 12, Chandigarh 160012**

**PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY),  
CHANDIGARH**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
<b>I</b>	INVITATION FOR E-TENDER	<b>3</b>
<b>II</b>	GENERAL TERMS AND CONDITIONS	<b>5</b>
<b>III</b>	SCHEDULE OF REQUIREMENTS (TECHNICAL BID)	<b>8</b>
<b>IV</b>	PRICE SCHEDULE (FINANCIAL BID)	<b>9</b>

## SECTION I: INVITATION FOR E - TENDER

1. The PUNJAB ENGINEERING COLLEGE (Deemed to be University), Chandigarh invites e-bids from eligible bidders for **Tentage / German Hanger & Stage work for Convocation 2020 schedule to be held on 15<sup>th</sup> March 2021 as per table 3 schedule of requirement under Section III**
2. Interested eligible Bidders may obtain further information from Computer Centre, PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012, India.
3. The bidding document can be downloadable from institute website <http://www.pec.ac.in>.
4. All bids must be accompanied by an EMD as specified in the bid document and must be delivered to the office address mentioned below by the date and time indicated below.
5. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.

**TABLE – 1**

S. No.	Name of the Service	EMD INR
1	<b>Tentage / German Hanger &amp; Stage work for Convocation 2020 as per table 3 schedule of requirement under Section III</b>	50,000/-

**TABLE - 2 Time Schedule**

I	Date of publication	25/02/2021
II	Downloading of e-tender document	Start date: 25/02/2021 End date: 02/03/2021 till 3:00 P.M.
III	Date of submission of e-tender	Start date: 25/02/2021 End date: 02/03/2021 till 3:00 P.M.
IV	Physical submission of EMD	Start date: 25/02/2021 End date: 02/03/2021 till 3:00 P.M.
V	Opening of Technical Bid (online) and meeting for scrutiny of technical bid and declaring eligible bidders.	Date: 02/03/2021 at 3:30 P.M.
VI	Opening of Financial Bid of only eligible technically qualified bidder as determined by the Committee.	To be informed after checking eligibility of Bidders
VII	Place of opening of bids	PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012
VIII	Address for communication	Chairman Convocation-2020 Office of Dean Students Affair PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012

**Important Notes:**

I.	Bidders shall have to submit their bids on-line in Electronic Format with Digital Signatures.
II.	All terms and conditions, instructions to bidder regarding e-tendering process etc. may kindly be seen from the Detailed Notice Inviting Tender (DNIT) available on Chandigarh Administration website ( <a href="http://etenders.chd.nic.in">http://etenders.chd.nic.in</a> ) or on the PUNJAB ENGINEERING COLLEGE (Deemed to be University), Chandigarh website ( <a href="http://www.pec.ac.in">www.pec.ac.in</a> ).
III.	The bidder has to submit the original EMD in physical form.
IV.	The undersigned reserves the rights to reject or accept any or all tenders without assigning any reasons.

**Chairman Convocation 2020**  
PUNJAB ENGINEERING COLLEGE  
(Deemed to be University), Sector-12,  
Chandigarh

**PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY),  
CHANDIGARH  
SECTION II  
GENERAL TERMS AND CONDITIONS**

1. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tenderers risk and may result in the rejection of the bid.
2. The tenderers should give their quote in Indian currency only keeping in mind that our institute (i.e. PUNJAB ENGINEERING COLLEGE (Deemed to be University)) is exempted from the payment of custom and excise duty. Only custom & excise duty exemption certificate will be issued.
3. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etenders.chd.nic.in/nicgep>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
4. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form only, it shall be rejected out rightly.
5. Bids will be opened online as per time schedule mentioned in e-tender notice (**SECTION I Table 2**).
6. Before submission of online bids, bidders must ensure that self-attested scanned copies of all the necessary documents as mentioned in SECTION III “Technical Bid” and SECTION IV “Financial Bid” of this tender document have been uploaded with the bid, failing which their bids may be out-rightly rejected and will not be considered.
7. It is mandatory for all the bidders to upload all the documents mentioned under tender document.
8. Bidder is required to upload scanned copy of EMD as specified in the tender documents and send original along with other hard copies of desired documents to be sent in technical bid envelope.
9. The details of EMD and tender cost specified in the tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected.
10. The conditional bids shall not be considered and may be rejected out rightly in very first instance.
11. The financial bids through e-tendering of only those bidders shall be opened who will qualify in the technical bid criteria.
12. An affidavit as per specimen enclosed as Annexure – 2.2 of SECTION II should accompany the tender. The tenderer who has been black-listed or his/her tenders have ever been cancelled or any legal proceedings have ever been initiated/pending or any penalty has ever been levied on account of delay or non-completion of supply order by any State/UT/Central Government, his/her tender will be out rightly rejected.
13. Downloading and submission of Tender will be done by E-tendering process through the website of Chandigarh Administration <http://etenders.chd.nic.in/nicgep>.
14. **EARNEST MONEY DEPOSIT (EMD):** The Tender should be accompanied with Earnest Money as mentioned in the Table-1 of SECTION I to be paid in the shape of A/C payee demand draft/banker cheque/FDR/bank guarantee from any Commercial Bank in favor of Director, PUNJAB ENGINEERING COLLEGE (Deemed to be University) Chandigarh which shall be

valid for 180 days. No firm/tenderer will be exempted from submission of EMD. The EMD deposited by the tenderer in respect of another similar tender will not be considered against this tender. Apart from submission of EMD in physical form, scanned copy of EMD duly attested and countersigned by the firms shall also be uploaded. The EMD of unsuccessful tenders will be refunded immediately after finalization/allotment of tender. No interest will be payable on the EMD. The EMD will be forfeited, if the tenderer withdraws his/her bid after submission of the Tender. Expression of Interest without the EMD shall be rejected.

15. EMD of successful bidder will be return only after the completion of the event.
16. TECHNICAL BID: The tenderer should submit scanned copy of documentary proof of his/her eligibility as mentioned in SECTION III “Technical Bid” of this tender document.
17. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria through e-tendering process.
18. FINANCIAL BID: The financial bid (SECTION IV) shall be quoted by the bidder through e-tendering. The financial bid should contain rates only. The rates should be mentioned both in figures as well as in words. Any change in rate quoted by the tenderer afterwards will entail forfeiture of earnest money deposit, cancellation of tender and blacklisting of the firm.
19. The bid should not contain corrections or over writing.
20. Tender received through e-tendering shall be opened online by the committee duly constituted by the authorities of PUNJAB ENGINEERING COLLEGE (Deemed to be University), as per schedule given in Tender Notice in the office of the Head, Computer Centre, and PUNJAB ENGINEERING COLLEGE (Deemed to be University) Chandigarh. In the event of date of opening of Tender being declared a holiday, the due date of opening of the Tender will be the next working day at the same hours.
21. Tender is nontransferable.
22. In case, any bidder after successful bid stepped back in any circumstances then his/her EMD will be forfeited and action may be taken against the bidder.
23. No conditional/optional bid shall be accepted and Bidders shall not be permitted to alter or modify their bids after expiry of last date for receipt of Bids.
24. The Director, PUNJAB ENGINEERING COLLEGE (Deemed to be University) Chandigarh reserves the right to accept or reject any or all tenders without assigning any reason.
25. The responsibility of the material supplied by the contract and the safety of persons deputed by him for the installation of materials etc. shall be solely of the bidder. Punjab Engineering College (Deemed to be University), Chandigarh shall not in any way be liable/ responsible for any loss/damage to the material/life on any account, if any, occurred during Convocation.
26. In case of any default Punjab Engineering College (Deemed to be University), sector12, Chandigarh will have the right to arrange the material at the risk and cost of vendor from any other source and the cost shall be deducted from the final payment with 20% penalty.
27. The arrangement with sound and lighting should be ready by 11.10.2019 by 5 PM
28. If during operation at any time, the Gen-sets stop working and cause hindrance in the normal running of the function, penalty of 5 times the Gen-sets cost will be applied and the amount will be charged on the selected vender as fine.
29. If during operation (primarily 3pm-8pm on 12.10.2019) function, the stage, barricading or any other construct breaks down or causes hampering to normal function, 20 % of the Total tender amount will be charged as penalty to the selected vendor.
30. PEC reserves right to vary scope of work at the time of placement of Supply Order/Signing of Contract.
31. **No advance payment** will be made. Payment will be released upon satisfactory receipt/inspection/installation of goods/material and on production of bill (in duplicate) in the name of Director, Punjab Engineering College (Deemed to be University), and Chandigarh.
32. Tender will be allotted to the lowest bidder considering the overall quoted rates for all items.
33. All disputes are subject to Chandigarh jurisdiction only.

**ANNEXURE - 2.2**

(To be furnished on non-judicial stamp paper duly attested by the 1st Class Magistrate or Notary Public)

**AFFIDAVIT**

I/We/ M/s \_\_\_\_\_ are registered Company/Ltd Company etc. as per Registration Certificate No. \_\_\_\_\_ issued by \_\_\_\_\_ having registered office at \_\_\_\_\_ and manufacturing/supply base at \_\_\_\_\_ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of work/service/supply order by any State/UT/Central Government or by any authority.

**Place:** \_\_\_\_\_

**DEPONENT**

**Dated :** \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

**Place :** \_\_\_\_\_

**DEPONENT**

**Dated :** \_\_\_\_\_

**SECTION III  
“Technical Bid”  
SCHEDULE OF REQUIREMENTS**

**TABLE 3 SCHEDULE OF REQUIREMENT**

<b>Sr.No</b>	<b>Particulars</b>	<b>Size</b>	<b>Qty</b>	<b>Date of Requirement</b>
1	German Hanger with Carpeting (Water Proof)	100'x200'	1	15-March-2021
2.	German Hanger with Carpeting (Water Proof)	100'x100'	1	15-March-2021
3	Banquet Chairs with Cover		250	15-March-2021
4	Stage	60'x28'	1	15-March-2021
5	Ramp for Wheel Chair	16'x8'	2	15-March-2021
6	Tower A.C.	2 Ton	4	15-March-2021
7	Gensets with fuel	125 KVA	1	15-March-2021
8	Wooden Flooring	300'x8'	1	15-March-2021
9	General Lighting (Complete in all aspect of entire area)			15-March-2021
10	TENT FOR VIP(30 SOFA+ TABLE 15)	75X60	1	15-March-2021
11	Podium		2	15-March-2021
12	Stage Flower Decoration			15-March-2021
13	Stage Backdrop with provision to fix Flex	40'x12'	1	15-March-2021
14	Octanorm Wall	30 mtr	1	15-March-2021
15	Tent Table (with Frill & Cover)	3Mtr X 3 Mtr	60	15-March-2021
16	Pedestal Fan (noiseless)		30	15-March-2021
17	Octanorm counter		20	15-March-2021
18	Stage Furniture ( Including Chairs Approximate 60 similar chairs and tables as per requirement)	As per requirement		15-March-2021
19	Led Walls	12x10	2	15-March-2021
20	Light	As per requirement		15-March-2021
21	Sound System with atleast 08 Mic on stands and speaker to cover the area	As per requirement		15-March-2021
22	Fire extinguisher		50	15-March-2021

**Note : Institute reserve the right to withdraw any item from above requirements at the time of placement of purchase order due to present COVID conditions.**



## **PRE-QUALIFYING CRITERIA**

FIRST COVER TITLED as “Technical Bid” should contain the Self-attested scanned copies of following with consecutive Sr. No. :-

1. Name of the firm/organization & address Contact person name and telephone/ Mob. No./Fax. No./ on letter pad of the company/firm.
2. Earnest money deposit as mentioned in Point 15 of SECTION II of this tender document.
3. Bidder should have a turnover of at least Rs. 25 lacs in the either of the last two financial years i.e. 2017-18 and 2018-19. Copies of audited financial statement shall be attached
4. Certificate of acceptance of terms & condition mentioned in Section II of Tender Document.
5. The bidder should have satisfactory completed at least one similar nature of event(as per stipulated scope of work) in the past three years and also should submit a proof for the same
6. The Firm should have their registered office at Chandigarh/Mohali/Panchkula.
7. PAN number, GST number
8. Affidavit of not being Black Listed (Affidavit as per **Annexure 2.2 of SECTION II**)

**NOTE: All the above mentioned documents should be duly in order and are essential to qualify at Technical Bid Stage.**

**SECTION IV**

**FINANCIAL BID**

**SECOND COVER TITLED AS “FINANCIAL BID” CONSISTING OF**

Financial (Price) Bid for **Tentage / German Hanger & Stage work for Convocation 2020 as per table 3 schedule of requirement under Section III** of PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, is to be submitted online in excel sheet provided. Item wise price in pdf format also be uploaded.

**Notes:**

1. Rate should be quoted in Indian Rupees only inclusive of Taxes/Levies as per Indian law.
2. Individual price of each item mentioned in **table 3 schedule of requirement under Section III** is also to be uploaded.
3. **Institute reserve the right to withdraw any item from schedule of requirements at the time of placement of purchase order due to present COVID conditions.**