

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



E-tender document
For
Tentage / German Hanger & Stage work for Convocation 2023
at

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

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

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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 2023 planned to be held tentatively in the 3rd or 4th week of October 2023 (Exact date will be informed later) 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	Tentage / German Hanger & Stage work for Convocation 2023 as per table 3 schedule of requirement under Section III	1,20,000/-

TABLE - 2 Time Schedule

I	Date of publication	09.10.2023
II	Downloading of e-tender document	Start date: 09.10.2023 End date: 13.10.2023 at 4:00 p.m.
III	Date of submission of e-tender	Start date: 09.10.2023. End date: 13.10.2023 at 4:00 a.m.
IV	Physical submission of EMD	Start date: 09.10.2023 End date: 13.10.2023 at 4:30 p.m.
V	Opening of Technical Bid (online) and meeting for scrutiny of technical bid and declaring eligible bidders.	Date: 13.10.2023 at 5:00 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	Office of Dean Academic Affair PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012
VIII	Address for communication	Office of Dean Academic 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 (http://etenders.chd.nic.in) or on the PUNJAB ENGINEERING COLLEGE (Deemed to be University), Chandigarh website (www.pec.ac.in).
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.

Office of Dean Academic Affair
PUNJAB ENGINEERING COLLEGE
(Deemed to be University),
Sector 12, Chandigarh 160012

**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 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 considered as performance security and returned 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 Chairman Estate & Works at 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 one day before the actual event.
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 vendor as fine.
29. If during operation function, the stage, barricading or any other construction breaks down or causes hampering to normal function, 20 % of the Total tender amount will be charged as penalty to the selected vendor.
30. Punjab Engineering College reserves right to vary the 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), 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.
34. If any material is not found up to the mark by the committee & the firm is unable or reluctant in replacing the same, the same shall be arranged by the institute from the market at cost to be borne by the contractor. The decision of the committee will be final in this regard.

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 : _____

ANNEXURE - 2.3

FALL CLAUSE CERTIFICATE

This is to certify that we have offered the lowest rate with maximum possible discount in our Quotation No. _____ dated _____.

The price charged for the item supplied under the contract shall under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. Organisations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged is more, PEC will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Ref. No:

Seal and Signature of the tenderer

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

**SECTION III
“Technical Bid”
SCHEDULE OF REQUIREMENTS
TABLE 3**

Sr.No	Particulars	Size	Qty
1	German Hanger with Carpeting (Water Proof) including hanger fascia with backdrop & pillars and carpeting	100'X216'	1
2	German Hanger 50X50 including carpeting for VVIP food court		1
3	Hanger outside carpeting		2000 Sq. Feet
4	Double Sofa		30
5	Steel Mozo Barigating (Security)		400 R.F.T.
6	View Cutter		100
7	Banquet Chairs with Cover		1200
8	Tent pandal	100'X 100'	1
9	Pagoda Structure 16'X16'		3
10	Stage 1	60'x32'	1
11	Wooden Flooring	30'X8'	
12	Ramp 16'X8' and Wooden Stairs 16' with 4" step for stage		2
13	A.C. (Tower) to maintain temperature at least 25 degree with in the hangers		1
14	Gensets with fuel:- As per load requirement with 10% additional backup facility		1
15	General Lighting (Complete in all aspect of entire area)		1
16	Noiseless Fans		30
17	Flex Gate/Flex Signages (As per requirements)	1100 Sq. Feet	Per Sq. Feet
18	Podium		2
19	Stage and Entry Gate Fresh Flower Decoration		1
20	Stage Backdrop with Flex	60'x12'	1
21	Tent Table (with Frill & Cover)	3Mtr X 3 Mtr	100
22	Wooden Round Table (with frill and cover)		100
23	Centre Table		6
24	Stage Furniture (Including Chairs Approximate 12 chairs and tables as per requirement)	As per requirement	1
25	LED Walls	12x10	2
26	VVIP Portable Washroom		2
27	LED Wall	60X12	1
28	Plasma	52"	2

29	CCTV Cameras setup to cover entire area		1
30	Good Quality Sound System (preferably JBL/OHM/RCF etc.) with at least 08 Mic on stands and speaker to cover the entire area	As per requirement	1
31	Canopy tent with sofa setup		4
32	Que Manager		35
33	Octonorm Stall		10
34	Webcast Service (Including cameras and other required setup)		1
35	Vanity Van		2
36	Stage 2 with wooden steps and 30' x 10' backdrop with flex		1
37	Canopy for 12 Food Counter		12
38.	Cover Tent with AC & carpet for VIP	50'*50'	1
39.	Cover Tent with AC and Carpet for Faculty	100'*50'	1
40.	Open Tent	200'*150'	1
41.	Cover tent for food preparation	15'*30'	1

Note:

- If any item not already anticipated and specified in scope of work and required, the same shall be provided by the bidder at lowest Competitive market rate.
- All the equipments and arrangements have to be of the highest quality befitting the visit of VVIP and the unique occasion of the Institute.
- Items mentioned above are tentative. Quantity may increase/decrease upto 25% as per requirement or withdrawn at the time of placing purchase order.
- Modification/addition of infrastructure and individual item if any during the event should be under the control of Institute jurisdiction and must be acceptable to contractor.
- Contractor shall protect the work under execution from fire and make adequate arrangements for fire protection & fire fighting and the sole responsibility to protect the venue lies upon the contractor.
- All the statutory clearance e.g. structure stability, fire safety etc. should be taken by the contractor.
- The carpet should be in excellent condition, free from stains, torn or mutilated condition. The preferred colors for the carpet are red / green.
- The plyboard to be used in stage erection should be new.

- The event might take place in the evening, it is necessary to ensure that there is adequate lighting provided both within and outside the venue, in accordance with the specific needs of the event.
- If required, competent authority may call the eligible bidders for interaction to ascertain the quality of material.

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 the letter pad of the company/firm.
2. Earnest money deposit as mentioned in Point 14 of SECTION II of this tender document.
3. Bidder should have a turnover of at least Rs. 30 lacs average of the three financial years i.e. 2019-20,2021-22 and 2022-23. Copies of the audited financial statement shall be attached
4. Certificate of acceptance of terms & condition mentioned in Section II of the Tender Document.
5. The bidder should have satisfactorily completed at least three similar events befitting the arrangement for the highest level of VVIPs in India, which include water proof hanger (as per stipulated scope of work) in the past three years (2019- 20,2021-22 and 2022-23) and also should submit a proof along with satisfactory performance for the same.
6. Capability Certificate on the firm letter head should be Signed
7. PAN number, GST number
8. Affidavit of not being Black Listed (Affidavit as per **Annexure 2.2 of SECTION II**)
9. Fall Clause Certificate per **Annexure 2.3 of SECTION II**

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

PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY), CHANDIGARH

SECTION IV

FINANCIAL BID

SECOND COVER TITLED AS “FINANCIAL BID” CONSISTING OF

Financial (Price) Bid for **Tentage / German Hanger & Stage work for Convocation 2023 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. The bid will be evaluated by consolidated price of all the items mentioned in **table 3 schedule of requirement under Section III**
3. Individual price of each item mentioned in **table 3 schedule of requirement under Section III** is also to be uploaded.