



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज-211004 (भारत)

**Motilal Nehru National Institute of Technology Allahabad**  
Prayagraj-211004 (India)

Tender # 01Convocation 2022 TentageTender/2022-23

Date

**Short-Term Notice Inviting Tender for Tentage and furniture Services**

Motilal Nehru National Institute of Technology Allahabad invites Bids [Technical & Financial] from eligible & qualified bidders for providing Tentage Services in **19<sup>th</sup> Convocation-2022 to be held on April 08, 2023.**

The Bids shall be placed in a envelopes superscribed as "Tender for Tentage and furniture Services in 19<sup>th</sup> Convocation-2022 [Technical & Financial]" quoting the tender reference no. & date.

Sealed bids are to be submitted in the proforma as per **Annexure-I & II** and shall be addressed to Convener, M.P. Hall decoration, Seating, Floor Management & PA System Committee, Convocation-2022, and submitted in the Office of Dean (P&D) MNNIT Allahabad, Prayagraj.

The last date of submission of the tender is **DD- 03 April, 2023, 16:00 hrs**

**Terms & Conditions**

**1. Eligibility Criteria:**

- 1.1 The Bidders must have experience of satisfactory handling at least 03 Convocations/Alumni Conventions/International Conferences/Any function of gathering more than 500 persons in IIT/NIT/IIIT/Centrally Funded Institutions/Any Organization of repute such as High Court, Indian Railways and Armed Forces etc. (documentary proof to be attached).
- 1.2 Copy of PAN Card (documentary proof to be attached).
- 1.3 Copy of GST Registration (documentary proof to be attached).
- 1.4 Signed tender document on each page as a token of acceptance of all the terms & conditions of the tender documents.(टेण्डर प्रपत्र के प्रत्येक पेज पर टेण्डर भरने वाले का हस्ताक्षर अनिवार्य है। यह इस बात का द्योतक होगा कि सभी नियम व शर्तें मान्य है।

**2. EMD(Refundable):**

- 1.1 An EMD of **Rs. 10000.00 (Ten Thousand Rupees Only)** in the form of Banker Cheque/Demand Draft drawn in favor of Director, MNNIT Allahabad payable at Prayagraj. The EMD of unsuccessful bidders shall be returned after the award of contract to the successful bidders. The EMD of successful bidder shall be returned after the satisfactory completion of service. The EMD may also be transferred directly in the account given below. Proof of deposit shall be enclosed:

**Account Name: Director, MNNIT Allahabad**

**Bank Name: Bank of Borada**

**Address: MNNIT Allahabad**

**Account No.: 77660100015948**

**IFSC Code: BARB0VJMNRE**

Bid received without EMD shall not be considerable for evaluation.

**Name and Signature of the Bidder (निविदाकर्ता का नाम और हस्ताक्षर)**

### 3. Validity:

Bid/Quotation should be valid for not less than 30 (Thirty) days from the date of opening of the bid.

### 4. Rates & Prices (Financial Offer):

Bidders should quote unit price in the prescribed proforma. Rates should be inclusive of all taxes including delivery/ service at site including loading, unloading, erection, testing if any, dismantling, transportation etc. The service provider must clearly indicate in their offers, the different taxes and duties which they propose to charge extra, mentioning clearly the present rates thereof. If tax component not given separately then the amount will be taken as inclusive of all taxes. Recoveries as per the government norms shall be made while making payment.

Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.

Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.

Any other terms & conditions may please be indicated separately.

### 5. Place of Delivery/Service(s):

Place of delivery / service shall be MNNIT Allahabad, Prayagraj campus. No additional freight or any other charges would be payable towards transportation etc.

### 6. Payment:

Payments shall be made based on the actual satisfactory services rendered. **No advance payment shall be paid.**

### 7. Termination:

In case of continued non-performance and inability to meet service requirements, MNNIT Allahabad shall reserve the right to terminate the contract after giving a notice in writing. MNNIT Allahabad reserves the right to modify any terms / conditions at the time of finalization of the Bid.

### 8. Bidders may get first hand idea of different items mentioned in Annexure – II by visiting Office of Dean (P&D) between 10.00 am to 5.00 pm on any working days.

**Convener**

M.P. Hall decoration, Seating, Floor Management & PA System Committee, Convocation-2022

**Name and Signature of the Bidder (निविदाकर्ता का नाम और हस्ताक्षर)**

[2/5]

## Other Terms & Conditions

Members should be fully mentioned (Dable dosed)

- (a) फर्नीचर के आवरण साफ एवं धब्बे रहित होने चाहिए  
Covers of the furniture shall be clean and stainless.
- (b) कुर्सी टेबल तम्बू एवं पंडाल इत्यादि उच्च गुणवत्ता के होने चाहिए तथा किया गया कार्य भी उच्च गुणवत्ता के होने चाहिए  
Quality of the materials such as chairs, tables, tent and pandal should be of high standard and work executed should be of good quality and good standard. There shall not be any stain on the cloths of tentage.
- (c) कालीन एवं कपड़े की सामग्री उच्च गुणवत्ता की होनी चाहिए। इसमें किसी तरह का दाग धब्बा नहीं होना चाहिए।  
The matting and cloths materials of the pandal shall be clean and stainless.
- (d) तम्बू प्रदाता को न्यूनतम संख्या में अच्छी तरह से प्रशिक्षित कर्मचारी को शांत व कुशल संचालन हेतु अपने खर्चे पर रखना है  
The Tentage service Provider has to maintain minimum number of well trained staff for smooth operation at their own costs.
- (e) यदि संस्था के चल अचल सम्पत्ति की किसी भी प्रकार की क्षति पहुंची तो निविदाकर्ता को उसे अपने खर्चे पर ठीक करना होगा तथा समाप्ति के उपरान्त समारोह स्थल को साफ सुथरा करना होगा।  
Any damage to movable/immovable property while carrying out work shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of MNNIT Allahabad.
- (f) सेवा प्रदान करने वाली संस्था एक व्यक्ति को दूरभाष नंबर के साथ नामित करेगी जिसे समय समय पर अनुदेश दिया जा सके। इसके अतिरिक्त संस्था के स्वामी को भी अनुदेश ग्रहण करने के लिए अपना दूरभाष नंबर या ईमेल प्रदान करना होगा।  
The service provider/agency shall nominate a person with mobile /telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
- (g) किसी भी दुर्घटना के घटित होने पर ठेकेदार ही अपने कर्मचारी के द्वारा पेश दावों के लिए जिम्मेदार होगा कार्य करने दौरान कर्मचारी में किसी भी चोट या अशक्तता के लिए ठेकेदार अपने कर्मचारियों के लिए बीमा पालिसी लेना होगा  
The contractor shall be responsible and liable for all the claims of his employees if any emergency occurs. The contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
- (h) ग्रीन कैंपस होने के कारण दीक्षांत समारोह में प्लास्टिक का उपयोग वर्जित रहेगा। 02 अक्टूबर 2019 से सरकार द्वारा वर्जित प्लास्टिक के सामानों का पूर्णतया उपयोग वर्जित है। अन्य प्लास्टिक के सामानों को जल्द समारोह स्थल से हटा दिए जाने चाहिए। ऐसे प्लास्टिक के सामान जिनका केवल एक बार ही प्रयोग होता है, संस्थान में प्रयोग वर्जित है।
- (i) Being **Green Campus**, Polythene bags / plastic cups shall not be used during Convocation. Plastic containers / polythene pouches in which any milk products or eatables are generally sold should be disposed of as quickly as possible. No single Use Plastic shall be used in the Institute Campus. Water bottle उपरोक्त लिखित बिन्दुओं में किसी भी बिंदु का उल्लंघन करने पर संस्थान वित्तीय दंड निश्चित करने का अधिकारी होगा। वित्तीय दंड निम्नलिखित पर लागू होंगे  
Violation of any of the above clauses will be entitled in financial penalty decided by the institute. Penalties would be levied for:
- तम्बू में गंदे कपड़े एवं फर्नीचर में गंदे आवरण के प्रयोग पर  
Dirty clothes in tentage and covers of furniture.
  - खराब गुणवत्ता अथवा टूटे हुए कुर्सी एवं सोफे के प्रयोग होने पर  
Bad quality / broken of cushion chair and sofa.
  - गंदे कालीन पर  
Dirty matting

Name and Signature of the Bidder (निविदाकर्ता का नाम और हस्ताक्षर)



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**Annexure-I**

1. Name of the Firm.....
2. Address of the Firm.....
3. Phone No.....
4. Proprietor's Name.....
5. Address of Proprietor.....
6. Proprietor's Phone No.....
7. Email id.....
8. Details of the Firm:
  - (a) Date from which the firm is operating.....
  - (b) Turnover of the firm during:
    - 1) FY 2021-22 (Rs.).....
    - 2) FY 2020-21 (Rs.).....
    - 3) FY 2019-20 (Rs.).....
9. PAN No.....
10. GST No.....

11. Fulfillment of eligibility Criteria

Criteria	Whether Fulfilling Yes/No	Supporting document
The Bidders must have experience of handling at least 03 Convocations/Alumni Conventions/International Conferences/Any function of gathering more than 500 persons in IIT/NIT/IIIT/Centrally Funded Institutions/Any Organization such of repute as High Court, Indian Railways and Armed Forces etc.		
Copy of PAN Card		
Copy of GST Registration		
Signed tender document on each page as a token of acceptance of all the terms & conditions of the tender documents		

Name and Signature of the Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

**Name and Signature of the Bidder (निविदाकर्ता का नाम और हस्ताक्षर)**

**Tentage Works for Convocation- 2022**  
**To be submitted in separate envelope**

Description of the item	Qty.	Unit Price (Rs.)	Taxes, if any	Total Amount (Rs.)*
<b>Tent Pandel &amp; furniture etc. for outside of MP Hall</b>				
Pipa frame pandal (60'x100')x2	12,000 sqft.			
Side Covering (Curtain)	6,000 sqft.			
Non –woolen Matting	12,000 sqft. + 3000 sqft.			
Cloth covering for barricading for passage	400 rft.			
Cushion chair	20 nos.			
Sofa set	02 sets			
Decorative gate	01			
Table 6'x3'	30 nos.			
Plastic Chair	600 nos.			
Labour Charge, if any				
Transportation Charge, if any				
Sanitizer Machines (Dispenser)	05 nos.			
Noiseless Air Cooler	10 nos.			
<b>Furniture &amp; carpet for inside of MP Hall</b>				
VIP Convocation chairs: One for Chief Guest and five for others at the stage	01 nos.			
Sofa Set (high quality)	10+5(for VIP rooms)=15 Sets			
Cushion Chair with cover	400 nos.			
Non-woolen matting	6000 sq. ft.			
Carpet (without any stain)	850 sq. ft.			
Red carpet	375 sq. ft.			
Stage Job Complete with non-woolen matting (without any stain) VIP Chairs (60) Table with cloth for dais	01 job			
Centre table with cover	04 Pcs (05 for outside)			

\*Please mention rate as per point 4 of the tender document.

**NOTE:** Number given above is tentative and may be increase/decrease by 10%. In such case payment may be made at the quoted rate, after recommendation from committee.

**I hereby declare and affirm that I/We have read & understand the terms & conditions of the Contract.**

Date:

(Full Signature of the Bidder)

Place:

Seal:

**Name and Signature of the Bidder (निविदाकर्ता का नाम और हस्ताक्षर)**