

Tender Cost : NIL



Tender Document for provision of flowers, decoration of stage, ramp, podium and gates during Annual Convocation to be held on 19.11.2018 in the University of Delhi

UNIVERSITY OF DELHI
DELHI- 110007



UNIVERSITY OF DELHI

GARDEN COMMITTEE, UNIVERSITY OF DELHI

No. GDNC/2018-19/539

Dated: 29.10.2018

TENDER NOTICE

Sealed Tender is invited for flower decoration by professionals during Annual Convocation to be held on 19.11.2018 in the University of Delhi.

The Tender document can be downloaded from the website www.du.ac.in and the Earnest Deposit Money can be submitted through Demand Draft for 10,000/- in favour of the Registrar, University of Delhi while submitting the tender document.

The Tender document complete in all respect should reach Secretary, Garden Committee, University of Delhi, Delhi-110007 on or before **12th November, 2018 up-to 04.00 p.m.**

Amendments/Corrigendum, if any, in tender document shall only appear on Website of the University i.e. www.du.ac.in. Therefore, prospective bidders are required to periodically visit the website of the University for this purpose.

Clarifications/queries, if any, are required to be addressed to Secretary (Garden Committee) on telephone no. 011-27662846

Secretary
GARDEN COMMITTEE

E-PROCUREMENT TENDER NOTICE Online Tenders through e-procurement system are invited under single bid from reputed firms for making arrangements for flower decoration on Annual Convocation day. The work is to be completed well before start of function on 19th November, 2018. The prescribed tender form along with applicable terms and conditions are uploaded on the govt. e-procurement website and can also be downloaded from website of the University of Delhi. Bids will be accepted online only.

The requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider NIC is mandatory. Information and instructions for bidders posted along with this notice on website shall be part of the bid document. Bids can be submitted only after filing the details of EMD of Rs. 10,000/- (Rupees Ten thousand only) in the form of Bank Guarantee/ Fixed deposit receipt in favour of Registrar, University of Delhi and other documents as specified.

The bids shall be opened in the Garden Committee on **14.11.2018 at 12.30 pm** by the committee duly authorized by the competent authority in the presence of those bidders who may wish to be present.

1.0 Introduction

1.1 Sealed tenders are invited for flower decoration during the ANNUAL CONVOCATION to be held at Multipurpose Hall, Rugby Stadium, on 19.11.2018 in University of Delhi.

2.0 Scope

2.1 Stage and other decorations of the area in University of Delhi.

2.2 The period of contract is for one day i.e. Annual Convocation programme on 19.11.2018.

2.3 Only those professionals having office/service facility within the radius of 10-15 kilometer from the North Campus Delhi University can submit their request for consideration.

3.0 Sealing and Marking of Bids

3.1 The bidder shall submit his request in a sealed envelope along the document desired at Sl. No. 4 of tender document.

3.2 The envelope shall bear the name and identification number of the bidder on the cover of the envelope for proper identification.

4.0 Eligibility Criteria

- 4.1 The bidder should have been in the flower business for a minimum period of two years as on 30th October, 2018.
- 4.2 The bidder should have undertaken similar work in an Institute/office/corporate organization having not less than 250 persons on its strength during last two years.
- 4.3 The bidders should have average annual financial turnover of 10 Lakh in flower decoration services. Attach documentary evidence thereof.
- 4.4 The bidder should be registered with the revenue authorities (copies of PAN Card, service tax registration, VAT registration, GST no. etc. should be enclosed).
- 4.5 The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University/other public institutions in last 5 years.
- 4.6 The bidder should have required statutory clearances for procurement and delivery of flowers. Attach documentary evidence thereof.

5.0 Security Deposit:

- 5.1 The professional who will be selected for registration will have to sign an agreement on non-judicial paper and will deposit security deposit.

6.0 General Conditions:

- 6.1 The bid document should be legibly written. The bidder should sign each page of the bid.
- 6.2 The area for the decoration will largely be decided by the University with the mutual consent of the vendor.
- 6.3 Flowers, vases, manpower, instruments for installation etc. will be made available by the professional.
- 6.4 Professional shall keep the area neat and clean following the most hygienic norms at all time and provide best quality flowers.
- 6.5 University of Delhi reserves the right to reject any or all offers without assigning any reason.

No advance shall be paid.

- 6.6 Fulfillment of statutory requirement pertaining to minimum wages, ESI, EPF etc. shall be responsibility of the professional.

- 6.7. Deployment and supervision of required man power for the decoration services will be provided by the professional.
- 6.8. The professional decorator shall be solely responsible either for any injury, damage, accident to the workman employed by him or for any loss or damage the equipment/property in the areas of work.
- 6.9. The contract will be for a period of one day.
- 6.10. The decorator shall not act in any way detrimental to the interest of Delhi University.
- 6.11. The decorator shall provide ID Cards to the Staff. It will be verified and certified by the University. The staff will have to follow the security instructions as directed by the University.
- 6.12. The jurisdiction of court shall be Delhi.

7. OPENING OF FINANCIAL BID AND EVALUATION

After, the Technical Evaluation of the bids, the university will open the "Financial Bids" of all the technically qualified bidders at notified date and time. The lowest financial bid with respect to all the items taken together shall only be considered for award.

8. PAYMENTS

- 8.1 All kinds of payments to the vendor will be made through Electronic Fund Transfer (EFT/RTGS). The price schedule shall be annexed to the Agreement according to which all payments shall be made to the contractors by the client.
- 8.2 The prices quoted in the Price Schedule shall be inclusive of GST and all other duties/expenses etc.
- 8.3 The contractor shall raise invoice by referring the work order of the client's office after successful completion of the work as per the requirements of the client. The client shall make all endeavors to make payments on receipt of bills as per contract subject to recoveries if any.
- 8.4 No price escalation shall be entertained by the client during the period.
- 8.5 No payment shall be made in advance.

9. Scope of the Work (Annual Convocation):

The Scope of the work of the event for Annual Convocation will include: i. Decoration of stage, gates including designing and decoration. ii. Ramp Decoration.etc. detailed area and specific work is annexed.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the

number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit

encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

INFORMATION REGARDING ELIGIBILITY
LETTER OF TRANSMITTAL
(Letter to be submitted by the bidder on its letterhead)

To

The Secretary, Garden Committee,
University of Delhi,
Delhi-110007

Sub: Empanelment/Registration of flower decorator in the University of Delhi.

Sir,

With reference to above tender, having examined and understood the terms & conditions forming part of the tender and as detailed in Tender document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexures/forms accompanying statement is true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we have not have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last 5 years.

Signature of bidder with seal
(Name and Designation)

Date:

Place:

(A) BIDDER PROFILE
(attach copies where required)

1. Name and Address of the bidder
2. Telephone No./Mobile No./Fax No./
E-mail/Website address
3. Legal status of the bidder (attach copies of original documents defining the legal status)
 - A proprietary firm
 - A firm in partnership
 - A limited company or corporation
4. Year of existence in this field
5. Location of Manufacturing Units/Plants
6. Income Tax Registration, Service Tax Registration, Vat Registration.
7. Copy of PAN Number

Signature of bidder with seal
(Name and Designation)

Date:

Place: