



असम ऊर्जा संस्थान, शिवसागर  
Assam Energy Institute, Sivasagar  
राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, अमेठी का केंद्र  
Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

Ref:- AEI/SVR/PC/TENDER/2021-22/06

Dated 20.10.2021

**NOTICE INVITING QUOTATION (NIQ) FROM REPUTED TENT HOUSE OR EVENT MANAGEMENT GROUPS IN AND AROUND SIVASAGAR AREA FOR ERECTING, DECORATION OF PANDAL AND FOR HIRING OF FURNITURE, LIGHTING & SOUND SYSTEM AT AEI, SIVASAGAR FOR CONVOCATION ON THE 18<sup>TH</sup> NOVEMBER 2021.**

**Rajiv Gandhi Institute of Petroleum Technology (RGIPT)** invites quotations from reputed tent house or event management groups in and around sivasagar area for erecting of pandal and for supply of furniture, lighting & sound system at AEI, Sivasagar as per details at ANNEXURE-II in single sealed envelopes to reach the undersigned on or before **3:00 PM on 25.10.2021**.

**BID INSTRUCTION:**

01. Quotations will have to be submitted in SINGLE BID. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

**“NOTICE INVITING QUOTATION (NIQ) FOR ERECTING, DECORATION OF PANDAL AND FOR HIRING OF FURNITURE, LIGHTING & SOUND SYSTEM AT AEI, SIVASAGAR FOR CONVOCATION ON THE 18<sup>TH</sup> NOVEMBER 2021”**

Ref. No.- AEI/SVR/PC/TENDER/2021-22/06

Dated: 20.10.2021

**LAST DATE OF SUBMISSION: 25.10.2021, 03:00 PM. NIQs will be opened on the same day at 4:00 p.m.**

02. The requirement will be initially for one day. Bidders shall quote for discounted price for consecutive days, if any.

02 **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.

03 Quantity of the items is tentative and they may change depending upon the requirement as advised by the organizing committee. The rate for the changed items/quantity shall be calculated proportionately.

**NIQ TERMS & CONDITIONS:**

01. **Rates:** Rates quoted in the NIQ should be on **DOOR DELIVERY AEI, Sivasagar basis**, to be submitted in the format given in Annexure II. Please break up CGST/SGST/IGST.

02 Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.

03. Bidders have to submit copy of
  - (a) valid GST Registration.
  - (b) Bank Mandate/ Cancelled Cheque
04. **Validity of Quotation:** Quoted rates must be valid for **30 days** from the date of quotation.
05. The pandal is to be set up strictly as per specification of the Organizing Committee. It should be ensured that pandal is set up as per the given measurements and with necessary other items as specified by the Organizing Committee of the Institute and should be risk-free.
06. The light and sound system shall be provided with full assurance that there is no interruption during the course of the program.
07. **Time Limit:- The pandal along with all items specified by the Organizing Committee of the Institute shall be readied by 11.00 AM of 17<sup>th</sup> November 2021.**
08. **The Successful Bidder have to submit the copies of Aadhar Card/Voter ID of all the workers engaged by him at the time of execution of the work.**
09. **The successful Bidder have to deposit 5% of total rate quoted amount as Bid Security in the form of Account Payee Demand Draft or Fixed Deposit Receipt from any scheduled or nationalized bank, drawn in favour of Rajiv Gandhi Institute of Petroleum Technology (RGIPT) payable at Bank of Baroda, RGIPT Jais Campus Branch.**
10. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on AEI, Sivasagar.
11. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
12. **Payment:** 100% payment will be paid on successful completion of the work within 60 days from the date of receipt of the final bill.
13. All structures and materials are to be dismantled and fully removed within 3 days after the programme and the campus to be cleaned up to satisfaction of AEI, Sivasagar.
14. It is the responsibility of the firm to provide good quality tables, chairs, cloth and other materials for erection of Pandal.

Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor.
15. The Contractor shall take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards treatment/compensation of them. The Contractor shall have to comply with the provisions of all prevailing Labour Rules, Wages Act and 1948 Worker's Compensation Act, whichever is applicable. No claim for idle labour will be entertained under any circumstances.
16. The Contractor shall take all necessary precautions to prevent any damage that may cause towards any host property during the course of execution of the contract and they will be liable to make good the same at their cost.
17. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
18. At any time prior to the date of submission of bid, RGIPT may, for any reason, either of its own or in

response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the Institute's website only.** Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, RGIPT may extend the date and time for submission of bids.

19. The acceptance of the quotation will rest solely with the Director, RGIPT, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

**20. Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- Any law, statute or ordinance, order action or regulations of the Government of India,
- Any kind of natural disaster, and
- Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

**21. Termination for default:** Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by RGIPT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances RGIPT may terminate the contract / purchase order in whole or in part and forfeit the Bid Security as applicable. In addition to above, RGIPT may at its discretion also take the following actions: RGIPT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate RGIPT for any extra expenditure involved towards goods and services obtained.

**22. Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Sivasagar / India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director, RGIPT and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

  
Assistant Registrar

Encl.: ANNEXURE-I, ANNEXURE-II.

**Annexure -I**

**A. COMPLIANCE CERTIFICATE FOR NIO TERMS**  
**(To be enclosed along with the NIQ)**

<b>Sl. No.</b>	<b>NIQ Terms and Conditions</b>	<b>Yes/No</b>
01	Rate quoted as per instruction	
02	Validity of quoted rate for 30 days agreed	
03	Payment term agreed	
04	Time Limit for completion agreed	
05	Dealership / distributorship certificate (in case of dealers/agents) provided	
06	Applicable law terms agreed	
07	Agreed to fulfillment of Annexure I & II	

Signature with Seal:.....

Vendor: M/s.....

**\* Vendor must quote the parameter specification of the quoted product in this column and not just copy the specification from the tender call document. Failure to do so will lead to rejection of the tender.**

**Annexure-II**

**REQUIREMENT FOR ERECTING, DECORATION OF PANDAL AND FOR HIRING OF FURNITURE, LIGHTING & SOUND SYSTEM AT AEI, SIVASAGAR FOR CONVOCATION ON THE 18<sup>TH</sup> NOVEMBER 2021**

Sl. No.	Items	Unit	Qty/ Area	Quoted rate (Rs)	Total Amount (Rs)
1	(a) Pandal, Side-Walling and Ceiling with new cloth	/sq. ft	6000		
	(b) Stage including sitting and fixing by necessary plyboard, Wooden frame, staircase etc.	/sq. ft	1200		
	(c) Normal dining hall-Walling and Ceiling with new cloth	/sq. ft	2000		
	(d) VIP dining hall-walling and Ceiling with new cloth	/sq. ft	2000		
	Welcome gate at entrance	Each	01		
2	PA System	Nos.	01		
3	Stage Monitor	Nos.	02		
4	Output speaker with stand	each	04		
5	Podium with attached Microphone	Each	01		
6	2-seater sofa with table and table cloth for VIPs in excellent condition	Foot	36		
7	VIP chairs for Stage Table	Each	06		
	Normal Plastic Chairs	each	500		
	Plastic Chairs with handle	Each	100		
8	Carpet on stage and passage of pandal				
9	Stage Table (Big Size)	Each	01		
10	Large utility media table	Each	01		
11	Round Dining table with table cloths for VIPs	Each	04		
12	Normal Serving Table with table cloths	Each	16		
13	Wash Basin	Each	10		
14	Adequate Stage and Pandal Lighting				
15	High Power Stand Fan on Stage and Pandal	each	25		
16	Supplying, fitting and fixing of artificial flower Bouquet	each	12		
	Diya Stand for inauguration	Each	01		
18	Portable urinals	Each	03		
				<b>Total</b>	
				<b>Add GST</b>	
				<b>Grand total</b>	

Signature with Seal:.....

Vendor: M/s.....