


**OFFICE OF THE MUNICIPAL COUNCIL, THEOG ,  
DISTRICT SHIMLA, HP  
QUOTATION NOTICE  
NO66(8)IX/MC/22 DATED THEOG THE JULY,2022**

Sealed tender in two bid systems (Technical and Financial bids in separate envelopes) are invited from the interested parties/ agencies for Providing material for sitting arrangements making/installing stage, tents etc. complete in all respects as per site for celebration of Independence Day and Distt level Rehalli Mela at Nehru Ground Theog of District Shimla (H.P.). The Scope of work and the items to be hired are detailed at Annexure-1. Both the bids viz. "Technical and Financial" should reach in the office of ~~Executive Officer, Municipal Council, Theog~~ on or before **6<sup>th</sup> August, 2022 up to 4 PM** in separate envelopes clearly marked on the top of each envelop "**Technical/Financial**" bids respectively, having Name of the bidder and venue in block letters. The bids will be opened in the presence of parties or their authorized representatives at 11 AM ~~onwards on dated 8<sup>th</sup> August, 2022~~ in the office Municipal Council Theog. Financial bids will be opted only for the bidders, whose Technical Bids have been found to be acceptable. Earnest money of Rs. 5,000/- (Rupees ~~five thousand~~) in the shape of Bank draft in favour of ~~Executive Officer, Municipal Council, Theog~~ is to be attached along with tender form. The technical bid without earnest money will be rejected straight way. Earnest money in cash shall not be accepted. The SDO (C), Theog cum Chairman Rehalli Mela Committee /undersigned reserves the right to accept or reject the application without assigning any reason.

The parties willing to participate in the tender should fulfill following conditions:


1. The Tent/stage shall include all safety equipment and stability of the stage should be ensured as per prescribed safety norms.
2. **The bidders shall have to follow the directions of officer in-charge during & after erection of tent. In case of any shortcomings, immediate improvement shall have to be made by contractor as per the directions given on the spot.**
3. **The tent/stage should have adequate provisions for entry/exit, ventilation, security etc.**
4. **Bidders should be registered under GST Act.**
5. **Certificate of participation of past experience in International/ State Fairs should be attached.**
6. **The successful bidder shall complete all assigned tasks in a time bound manner. As such, tents, chairs, stage etc. should have to be installed before one day of the event failing which penal action may be taken along with forfeiture of earnest money.**

  
Executive Officer  
Municipal Council, Theog  
District Shimla H.P.  
Dated Theog, 28<sup>th</sup> July 2022

Endst No As Above: 533

Copy forward to:

- 1) Notice Board/ Website of MC Theog

  
Executive Officer  
Municipal Council, Theog  
District, Shimla H.P.

**Scope of work: -**

The tent, Chairs having seating capacity of approx. 2500 people along with stage , gate at the entry of Nehru ground etc. should be installed well before the event (one day before the event) in Nehru Ground Theog (name of venue).

**Required items**

| Sr. No. | Particulars  | Quantity/area                 |
|---------|--|-------------------------------|
| 1.      | Stage with green rooms decoration  | 32X24 sq. ft. approx.         |
| 2.      | Installation of good quality Lights.                                       | As per requirement of venue   |
| 3.      | Plastic Chairs   | 2500 nos. approx.             |
| 4.      | VIP Chairs (with cushion)  | 100 nos. approx.              |
| 5.      | Centre Table   | 2 Nos. approx.                |
| 6.      | Sofa set (3+2-seater)  | 1 Nos. approx.                |
| 7.      | White bed sheets   | 5 Nos approx.                 |
| 8.      | Kanat  | 40 approx. for each site      |
| 9.      | Folding wooden table with frill  | 60 Nos. approx. for each site |
| 10.     | Matting of the stage and seating area including the Exhibition stalls etc. | As per requirement at venue.  |
| 11.     | Entry gate   | 1 No.                         |
| 12.     | Steps  | 2 No.                         |


*Handwritten signature*  
 Municipal Office  
 THEOG

Terms & conditions for providing the required items: -

1. **Earnest Money Deposit (EMD) of Rs. 5.000/- (Rupees five thousand )** Only shall be submitted by the bidder in shape of Demand Draft in favour of Executive Officer Municipal Council, Theog.
2. EMD will be returned after 2 days of opening of bid. However, the L-1 may have the option to get his EMD adjusted in Security deposit.
3. The capacity of the tent should be as required in tender document i.e., 2500 people approximately.
4. All the installation should be done one day before the event.
5. Material provided should be of a good quality.
6. The cloth material should be neat and clean without a torn/cut etc.
7. Stage/Gate/tents should be installed in a time bound manner, on or before one day of the event.
8. **Performance Security: - Security deposit of Rs.10,000/- in shape of Demand Draft**, should be deposited by the L1 immediately after award of the work order, in the shape of DD in favor of undersigned and that may be refundable on the satisfaction of services certified by the Executive Officer, Municipal Council, Theog. In case of any breach/ non-compliance of orders the same can be forfeited.
9. In case of any complaint remains unattended, the penalty shall be imposed by the Sub Divisional Officer (C), Theog, cum Chairman of Rehalli Mela committee/ tender Committee.
10. **The number of items is tentative and may be increased or decreased as per requirement.**
11. Alternative bids shall not be considered. Only one quotation can be applied by the person / firm individual or in partnership.
12. The technical bid and financial bid shall be sealed by the bidder in separate cover duly super-scribed i.e. Technical Bid in Envelop-I and Financial Bid in Envelop-II. The bid should reach in the office of undersigned on or before 6<sup>th</sup> August, 2022 upto 4 PM.
13. Any dispute, arising out of this contract will be under the jurisdiction of Court at Theog.
14. The Chairman Rehalli Mela Committee cum Sub Divisional Officer (C), Theog, /undersigned reserves the right to accept or reject tender without assigning any reason.
15. Certificate of participation of past experience in International/ State Fairs should be attached.
16. The bidder who is representative of any company shall have to produce authorization letter/ certificate from the concerned company to the effect that he has been authorized to participate on behalf of the said company.
17. Each paper of the quotation should be signed by the bidder as a token of acceptance of all terms and condition of the tender failing which tender should be rejected at the level of technical scrutiny.

*[Handwritten Signature]*  
 Municipal Council  
 THEOG

- 18 **Bidder will be responsible for Safety and hygiene of the tents. All installation shall be considered for use only after certification from the Technical Committee constituted for this purpose.**
- 19 ANY CHANGES IN THE TERMS AND CONDITIONS SHALL BE INTIMATED ACCORDINGLY.
- 20 Note: - The bidder shall have to clearly mention in the prescribed tender for which site he/she is bidding. If he/she fails in the bid as mentioned in the tender form he / she will leave no claim to participate.
- 21 In case of breach of any of the terms & condition mentioned above, the ~~Chairman~~ ~~Rehlee~~ ~~Mela committee~~ cum SDO (C), Theog/undersigned shall be at liberty to deduct the likely amount from the final payment payable to the vendor.
- 22 **Tender calling authority reserves all the rights to modify scope of work, term & conditions as per the need of event/exigency.**
23. **As per site minor changes if necessary required during the function in that case extra amount will not be paid beyond quotation/tender approved rate of the concerned .**

  
Executive Officer  
Municipal Council, Theog  
District, Shimla H.P.

### Technical bid (Envelope-1)

The technical bid should contain following documents (self-attested) sealed in separate cover. The technical bid will be opened only of those bidders who qualify the technical parameters based on the following documents.

| Sr No. | Document requirement  | Attached at page no. |
|--------|---|----------------------|
|        | EMD in shape of Demand Draft of Rs. 5,000/- (Rupees fiveThousand) |                      |
| 2      | GST No. of firm   |                      |
| 3      | ITR of last 3 years. of firm                                      |                      |
| 4      | Registration of firm  |                      |
| 5      | Authorization   |                      |
| 6      | Experience of work done in International/State fairs.             |                      |
| 7.     | Undertaking   |                      |
| 8.     | Tender/Quotation documents duly signed by the firm on each pages. |                      |

Note: - All papers should be self-attested by the bidder /firm.

*[Handwritten signature]*  
 Name and full address  
 300

Signature of bidder  
 Name and full address

6

### Financial Bid (Envelope-11)

1. Financial bid must be quoted in separate envelope, mentioning “**Financial Bid**”
2. The Financial bid of only those bidders will be opened, who qualifies the Technical Bid.
3. The rates should be quoted inclusive of all taxes.

I. (Name and address of the Firm)

Hereby Quoted the items wise rates as given below:

| Sr No. | Name of Items  | Quantity /area (Approx.)      | Rate (per item/Per day/per sq. ft) |
|--------|--|-------------------------------|------------------------------------|
| 1.     | Stage with green rooms   | 15X40 sq. ft. approx.         |                                    |
| 2.     | Installation of good quality Light.  | As per requirement of venue   |                                    |
| 3.     | Plastic Chairs   | 2500 nos. approx.             |                                    |
| 4.     | VIP Chairs with cushion  | 100 nos. approx.              |                                    |
| 5.     | Centre Table   | 2 Nos. approx.                |                                    |
| 6.     | Sofa set (3+2-seater)  | 1 Nos. approx.                |                                    |
| 7.     | White bed sheets   | 5 Nos approx.                 |                                    |
| 8      | Folding wooden table with frill  | 60 Nos. approx. for each site |                                    |
| 9      | Matting of the stage and seating area including the Exhibition stalls etc. | As per requirement at venue.  |                                    |
| 10     | steps  | 2 Nos                         |                                    |
| 11.    | Kanat  | 40 approx. for each site      |                                    |
| 12     | Entry gate at Nehru Ground   | 1 No                          |                                    |

It is further certified that I have quoted the rates after visiting the site and thorough gone through the scope of work.

**Signature of the bidder  
Name and full address**

*Handwritten signature and stamp*

## Undertaking

I.....  
..... (name & Address of the firm / Contractor) hereby declare that I have read the tender document thoroughly and understand the scope of work before quoting the rates of each items. I further declare that I have visited the site /sites as mentioned in the tender document before quoting the rates. I also declare that I will perform all the work to the satisfaction of the Authority and for any violation penalty can be imposed on me.

Signature of the bidder  
Name and full address

*Handwritten signature*  
.....  
.....  
.....  
TELNOG