

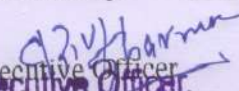
OFFICE OF THE MUNICIPAL COUNCIL THEOG
.DISTRICT SHIMLA, HP
TENDER NOTICE

No.66(8)IX/MC/23

Dated Theog the ^{4th} August, 2023

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,tent 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 7th August, 2023 up to 5 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 2PM onwards on dated 8th August, 2023 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. 10,000/- (Rupees Ten 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 tender form/ documents can be had from this office against cash payment of Rs.1000/- (Non refundable) on 7th August, 2023 upto 2 PM. The parties willing to participate in the tender should fulfill following conditions:

1. The Tent/stage should be water proof and shall include all safety equipment 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 past experience of last 2 years, be appended with the tender.
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.)

Endst.No. As above

771/273

445
Dated Theog the August, 23

Copy forwarded to the

1. The Sub Divisional Officer cum Chairman Rehali Mela Committee Theog for information
2. The Notice Board MC Theog
3. The Notice board Tehsil office, Theog

[Signature]
Executive Officer
Municipal Council, Theog
District Shimla (H.P.)
Distt. Shimla (H.P.)

Scope of work: -

A waterproof tent, Chairs having seating capacity of approx. 5000 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

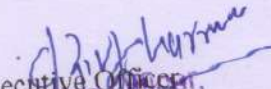
Sr. No.	Particulars	Quantity/area
1.	Stage with green rooms	15X40 sq. ft. approx. 4 height
2.	Installation of good quality Light and Sound P.A system.	As per requirement of venue
3.	Plastic Chairs	2500 nos. approx.
4.	VIP Chairs	40 nos. approx.
5.	Centre Table	2 Nos. approx.
6.	Sofa set (3+2-seater)	1 Nos. approx.
7.	White bed sheets	10 Nos approx.
10.	Kanat	40 approx. for each site
11	Folding wooden table with frill	60 Nos. approx. for each site
12	Matting of the stage and seating area including the Exhibition stalls etc.	As per requirement at venue.
13	Entry gate at Nehru Ground	1 No.
14	Barricading for VIP,s etc.	As per site
15	Side stage	15x24
16	Flower decoration of stage + decorative cloth for venue	As per requirement at site

17. Wall paper of tent preferably German paper. As per venue. Over ground

Terms & conditions for providing the required items: -'

1. **Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees Ten thousand)** Only shall be submitted by the bidder in shape of Demand Draft in favour of Executive Officer Municipal Council, Theog .
2. EMD if any 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 waterproof tent should be as required in tender document i.e. 5000 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. Stalls/stage should be installed in a time bound manner, on or before one day of the event.
8. **Performance Security: - Security deposit of Rs.10000/- 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 tender 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 7th August, 2023 upto 5PM.
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 past experience of 2 years shall be attached with the bid.**
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 tender 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.

- 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.
Dist. 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 document s.

Sr No.	Document requirement	Attached at page no.
	EMD in shape of Demand Draft of Rs. 10,000/- (Rupees Ten Thousand)	
2	GST No. of firm	
3	PAN to. of firm	
4	Registration of firm	
5	Authorization	
6	Experience of work done in various Functions more than 5000 gathering in the previous 2 years.	
7.	Undertaking	
8.	Tender documents duly signed by the firm on each pages.	

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

Signature of bidder
Name and full address

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. height 4	
2.	Installation of good quality Light and Sound P.A system.	As per requirement of venue	
3.	Plastic Chairs	2500 nos. approx.	
4.	VIP Chairs with cushion	300 nos. approx.	
5.	Centre Table	2 Nos. approx.	
6.	Sofa set (3+2-seater)	1 Nos. approx.	
7.	White bed sheets	10 Nos approx.	
8	Folding wooden table with frill	72 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	Frill ,stage curtains	As per requirement	
12.	Kanat	40 approx. for each site	
13	Entry gate at Nehru Ground	1 Nos	
14	Barricading for VIP,s etc.	As per site	
15	Side stage	15x24	
16	Flower decoration of stage + decorative cloth of venue	As per requirement at site	

17. Water proof tent

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

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