

# **INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**

**No 1 Development Enclave, Rao Tula Ram Marg**

**Delhi Cantt., New Delhi - 110010**

**(ADVERTISEMENT NO: IDSA/061/2012)**

## **QUOTATION FOR TENT SERVICES**

### **Single Bid System**

### **MEMORANDUM OF WORK IN BRIEF**

1	Name of work	Providing Tent, Kanat, Balli, Chairs, Takhat, Water Coolers, Drum, Generator, Light, Mike & other Misc Tent related item for the events as per the scope of work
2.	Validity period	90 days
3.	Security Deposit	Rs. 25000/- in form of Bank Guarantee / Demand Draft / PO
4.	Period of Contract	365 days from the date of order
5.	Last date of Submission of Quotation	15 <sup>th</sup> October, 2012
6.	Mode of Sending	a. In sealed cover in original the technical and financial bid and duplicate copies by Registered post A.D/Speed post/Hand Delivery/Courier b. Quotation sent by ordinary post will be rejected out rightly.
7.	Description essential to be made on sealed cover	a. Name of work and Quotation No, name of Bidder and opening date of Quotation. b. Last date of receiving Quotation by IDSA.

**Signature of bidder**

**Name:**

**Estate Manager**

**IDSA**

**Company seal**

**Date**

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**  
**RAO TULA RAM MARG , NEW DELHI –110010**

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**QUOTATION FOR TENT SERVICES in Single bid system**

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Sealed quotations in the prescribed format (enclosed as Annexure A, B, C & D) are invited from experienced contractors/agencies for providing “Tent Services” for IDSA premises located at Development Enclave Rao Tula Ram Marg, New Delhi -110010 as per details given at Annexure B.

Sealed quotation addressed by name to Assistant Director (Admin), Institute for Defence Studies and Analysis may be sent at the Institute’s address mentioned above either by Registered Post AD/Speed Post/By hand delivery at Quotation Box kept at reception Office should reach on or before **1500 H on 15<sup>th</sup> Oct 2012** duly mentioning on top right hand corner of the sealed envelope **“Quotation for Tent Services”**.

The Institute shall not be liable for any postal delay and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.

All the quotation are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of part “A”, “B”, “C” and “D” as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute or alternatively can also be submitted by using the same proforma on your letter head and should be submitted as prescribed in para 2 above.

The financial quotations would be opened in presence of the bidders. Party or their authorized representatives, not more than one person, may be present at the time of opening of the quotations, if they so desire.

IDSA reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding on all concerned.

**Note : Contractor may inspect the area & assess its requirement before quoting the quotations.**

Estate Manager  
IDSA

**Institute for Defence Studies and Analyses**  
**No 1 Development Enclave ,Rao TulaRam Marg NEW DELHI –110010**

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**ANNEXURE –‘A’ (TERMS AND CONDITIONS)**

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1. The rates quoted per item should include the cost of labour, required accessories and statutory component.
2. The bidder should have at least 3 yrs experience of supplying and furnishing tents alongwith suitable lighting, fan and other supplying with Semi-Govt / Govt organizations etc.
3. The security deposit shall be retained during period of currency of the work order and shall be refunded without any interest, in case no claim is pending from the Institute side. It may be noted that Institute shall keep the Security Deposit for TRUE Diligent and faithful performance of the terms and conditions and shall be liable to be forfeited in the event of contravention of the terms of the quotation document/work order.
4. The vendors shall ensure timely availability of all items during the event and shall take instructions directly from the designated officials in respect of the operational activities.
5. The selected vendor shall submit their bill after the event. The bill will be processed for release of payment, if found in order in all respect.
6. The selected vendor will not accept any directions and / or instructions either verbal or written from any staff member of the Institute unless the same are issued by Estate Manager or the authorized official in regard to the work assigned to the event.
7. The selected vendor will be fully responsible for the safety and security of his staff deployed for work in the IDSA complex and the IDSA will not be responsible in any way for any accident/injury or any other damage arising out of or occurring during the course of the performance of his workers under the terms of this agreement in the premises of the Institute. If required, under any statue, he will take the necessary insurance coverage of his employees in the Institute's complex.
8. The firm should not be blacklisted in any manner from any Semi-Govt / Govt. Department. A declaration should be attached with the technical bid.
9. The Institute reserves the right to have a panel made out of the quotations and incase the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reasons the next agency will be offered the job. However, the validity of the panel will be for the period of the award of contract to the first panelist and incase the second in the panel is offered the job the time spent for this will be the remaining period of the first awardee of the contract. Incase the successful bidder decline to accept the award or to provide the tent services. The Security deposit made by him shall be forfeited and may also be black listed.
10. In case of any dispute, the matter will be referred to sole arbitrator ship of the Director General, IDSA or his nominee and his decision will be final and binding for both the parties.
11. The selected vendor will also be fully responsible for the damage, if any caused to any of the assets, property records of the Institute by their worker while on duty or otherwise in the Institute. The Security staff of the Institute will be authorized to search your employees at the time of their leaving the premises of the Institute after performing their duties. The vendor shall indemnify the Institute for any loss/misappropriation by its staff

while on duty and failure in this regard could result in filing of CIVIL/CRIMINAL proceedings against the vendor apart from cancellation of the contract.

12. Institute also reserves the absolute right to alter/modify the scope of work, terms and conditions.

13. Rates Quoted will remain firm through out the contract period irrespective of any change of any kind. If Contractor fails to fulfill the obligation under the contract, then security deposit will be forfeited and firm will be blacklisted.

14. It may be kindly noted that Events organized by the IDSA are of high standard and bidders should quote the amount considering the fact that no sub-standard items will be permitted.

15. Contractor will use new / equivalent to new condition cloth items during the event. IDSA may require certain theme based furnishing for any particular event. No additional payment will be made for this purpose.

16. Diesel / any consumables used for DG set will be borne by the vendor. One DG operator / Electrician will be present through out the event.

17. The contractor should maintain decorum of the Institute. The workman engaged should wear neat & clean uniform with name badge on their shoulder.

18. If any requirement arise other than the quoted items, the contractor has to arrange the items with prior approval of IDSA. In such cases, the rates will be decided as per market norms. Decision of Estate Manager in this regard will be final and binding.

19. IDSA is not responsible for any damage, mis-happening during transportation of above items. Rates quoted should be inclusive of transportation cost and any other charges.

20. The Contractor is solely responsible for security of all his items and belongings within IDSA premises. IDSA holds no responsibility for theft, damage and security of Contractors items & belongings during or after the event. No claims will be entertained in this regard.

21. IDSA reserves the right to reject any items found below standard. In such cases, the contractor has to replace those items and no additional payment will be made on any account in this matter.

22. In music system, the cost of latest CDs / DVD being provided will be borne by the Contractor and the CDs / DVD should match the requirement of the event.

23. The quotation document may be obtained during working hours from 5<sup>th</sup> Oct 2012 to **15<sup>th</sup> Oct, 2012 on all working days free of cost**. The quotation document can also be down loaded from the website of the Institute ([www.idsa.in](http://www.idsa.in))

24. Clarification may be taken by the vendor with regard to quotation document up to submitting the Quotation. No letters will be entertained after opening of the bids. Firms who communicate after opening of the bids will be rejected and will be blacklisted for future quotations also.

**SCOPE OF WORK**

1. The Contractor undertakes to provide specialized services for **Tent, Kanat, Balli, Chairs, Takhat, Water Coolers, Generator, Light, Mike & other Misc Tent related items** at the events held at IDSA for one year from the date of award of contract.
2. The work involves providing & fitment of following items :-

<b>SL</b>	<b>Description</b>
a)	Tent Waterproof (HUT)
b)	Tent Non Waterproof (HUT)
c)	Kanat
d)	Balli
e)	Takhat
f)	Traus
g)	Chairs with cover (White & different colours)
h)	Round Table alongwith cover
j)	Buffet Table
k)	Food Stall Conopy
l)	Sealing (White)
m)	Curtain (White)
n)	Side Wall (White & Coloured)
p)	Water Coolers
q)	Generator 62 KVA
r)	Fan Pedestal / AC Cooler
s)	Light Halogen, Laddhi with wiring & cabling
t)	Tube light point/Bulb Point
u)	PA System with CD player 06 loud speakers
v)	Flower pots on table
w)	Flower decoration (Gate, Stage)
x)	Sofa (2 Seater)
y)	VIP Sofa Set (5 Seater) with Centre Table
z)	Forestage / Flooring
aa)	Gas Heater
ab)	Mat for Runner (Red)
ac)	Carpet
ad)	Waste Bins
ae)	Any other tent related items

3. The contractor will also provide suitable staff who should be always made available during the period of event to rectify the faults, if any.
4. The tent house in all respect should be made available for inspection on date decided by the IDSA.

5. Penalty : In case work is not up to the mark/satisfaction and inspite of repeated instructions agency fails to maintain the required standard, penalty @ 10 % of the value of the order shall be imposed on the agency. The Director General, IDSA reserves the right to get the work done by any other supplier / firm and claim the difference in the costs actually incurred and the rates quoted by the firm to whom the original order was placed.

6. Arbitration. In case of any dispute, the same shall be resolved through sole arbitration of the Director General, IDSA or his nominee or appropriate court of law in Delhi alone will have jurisdiction. The Director General, IDSA has the right to cancel the quotation without assigning any reason.

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**QUOTATION FOR TENT SERVICES**  
**(GENERAL INFORMATION)**

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**INFORMATION OF PROPRIETER FOR PROVIDING TENT SERVICES**

1. Brief Bio data with Check list of the Quotation (*Please enclosed separately as per Part 1A & 1B*)
  1. NAME AND ADDRESS OF THE COMPANY
  2. NAME OF THE PROPRIETER  
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
  3. INCOME TAX ITCC NO. (With documentary proof )-
  4. Balance sheet for last three years.- attach- attested photocopies for last three years.
  5. TRADE TAX REGN. NO. (With documentary proof )
  6. SERVICE TAX NO. (With documentary proof )
  7. License No under contract labour Act. (With documentary proof)
  8. NATURE OF OWNERSHIP-  
PRIVATE/PUBLIC/COMPANY/PROPRIETORSHIP/PARTNERSHIP  
(Please provide details with documentary evidence).
  9. ANY OTHER, please specify with documentary evidence

(SIGNATURE WITH STAMP)

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**QUOTATION FOR TENT SERVICES**  
**(FINANCIAL BID)**

**PRICE BID For Tent services ( Without service Tax)**

<b><u>SL</u></b>	<b><u>Description</u></b>	<b><u>Unit</u></b>	<b><u>Rate</u></b>
a)	Tent Waterproof (HUT)	Sq ft	
b)	Tent Non Waterproof (HUT)	Sq ft	
c)	Kanat	Sq ft	
d)	Balli	Nos	
e)	Takhat	Nos	
f)	Traus	Nos	
g)	Chairs without cover	Nos	
h)	Chairs with cover (White & Coloured)	Nos	
j)	Round Table alongwith cover (White & Coloured)	Nos	
k)	Buffet Table with cover	Nos	
l)	Food Stall Conopy	Nos	
m)	Sealing (White)	Sq ft	
n)	Curtain (White)	Sq ft	
p)	Curtain (Coloured)	Sq ft	
q)	Side Wall (White & Coloured)	Sq ft	
r)	Water Coolers	Nos	
s)	Generator 62 KVA	Nos	
t)	Fan Pedestal / AC Cooler	Nos	
u)	Light Halogen	Nos	
v)	Laddhi	Nos	
w)	Tube light point	Nos	
x)	Bulb Point	Nos	
y)	PA System with CD player 06 loud speakers	LS	
z)	Flower pots on table	Nos	
aa)	Flower decoration (Gate, Stage)	LS	
ab)	Sofa (2 Seater)	Nos	
ac)	Sofa (3 Seater)	Nos	
ad)	VIP Sofa Set (5 Seater) with Centre Table	Nos	
ae)	Forestage / Flooring	Sq ft	
af)	Gas Heater	Nos	
ag)	Mat for Runner (Red)	Sq ft	
ah)	Carpet	Sq ft	
aj)	Waste Bins	Nos	

**(The Amount Quoted should be exclusive of service tax, inclusive of Transportation charges and any other charges. Conditional quotations will be liable to be rejected)**

**Signature of the Bidder**  
**Name and Telephone No**  
**Name of the Agency**

**Seal :**