

INSTITUTE OF HOME ECONOMICS

University of Delhi

F-4, Hauz Khas Enclave, New Delhi-110016

Tel. Nos . 011-26532402, 011-46018108

E-mail: principal@ihe.du.ac.in Web site: <http://www.ihe-du.com/>

Online (E-Procurement mode) bidding documents for purchase of
“Tentage items”

NOTICE INVITING ONLINE TENDER

Ref. No. IHE/2024-25/Admin/1078

Dated: 14/11/2024

The Institute of Home Economics (IHE) is a premier college under University of Delhi, New Delhi, India, invites e-tender/s through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) from eligible and qualified bidders for supply of the following good.

CRITICAL DATE SHEET

Tender Reference No. and Date	<u>IHE/2024-25/Admin/1078</u> Date <u>14/11/2024</u>
Tender published on portal	<u>22/11/2024</u>
Bid Submission Start Date (Online)	<u>22/11/2024</u>
Last date for submission of online Bid	<u>17/12/2024</u>
Bid Opening Date (Technical bid)	<u>18/12/2024</u>
Tender Fees (For each BID)	Rs 1000/-
EMD (For total items)	Rs 5000/-
Address for Communication	The Director, Institute of Home Economics, F-4, Hauz Khas Enclave, near Hauz Khas Metro station, New Delhi-110016 Ph: E-mail:


Tender Inviting Authority

प्रो. (डॉ.) राधिका बखशी/निदेशक
Prof. Radhika Bakhshi / Director
इंस्टीट्यूट ऑफ होम इकोनॉमिक्स
Institute of Home Economics
(दिल्ली विश्वविद्यालय)/(University of Delhi)
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The Institute of Home Economics (IHE) invites e-tender/s through the website URL:<http://eprocure.gov.in/eprocure/app> from eligible and qualified bidders for supply of listed items.

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7.	Check List for documents	Annexure - VI

Important notes:-

1. Tender Documents can be downloaded from the IHE official website <http://www.ihe-du.com/> or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. IHE will not be responsible for any delay in enrolment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through IHE and CPPP websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
5. IHE reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: New Delhi
Date:


Director, IHE

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SECTION-I

Name of the Items: Tent items for programs

S. No.	Particulars	Quantity
1	Banquet chairs with covers	1 Nos.
2	Banquet chairs without covers	1 Nos.
3	Red carpet	Per sq feet
4	Ceiling	1 Nos.
5	Central table	1 Nos.
6	Cooking Ceiling (Water proof)	1 Nos.
7	Curtain	1 Nos.
8	Dust bin/Drum	1 Nos.
9	Electric connections	1 Nos.
10	Electric lights	1 Nos.
11	Fan	1 Nos.
12	Genset Sound Proof (62.5 KVA)	1 Nos.
13	Genset Sound Proof (125 KVA)	1 Nos.
14	Green Room	1 Nos.
15	Matting (Red/Green)	Per sq feet
16	Mike with battery backup	1 Nos.
17	Sofa set 2/3 seater	1 Nos.
18	Sound system (DJ Set)	1 Nos.
19	Stall	1 Nos.
20	T. Ramp	1 Nos.
21	Table	1 Nos.
22	Table with frill	1 Nos.
23	Takhat with steps	1 Nos.
24	Tent covering	Per sq feet
25	Transportation	per round
26	Water proofing	Per sq feet
27	LED lights	1 Nos.
28	Crockery (Biograde disposable)	1 Nos.
29	Flowers decoration (Genda/roses)	Per Kg
30	Standing Fans	1 Nos.
31	Mist Fans	1 Nos.
32	Cooler	1 Nos.
33	Black carpet	Per sq feet
34	Green carpet	Per sq feet
35	Wings	1 Nos.
36	Black masking	Per sq feet
37	Printed matt	Per sq feet
38	A/C 4tonn	1 Nos.
39	A/C Connection	1 Nos.
40	Halogen Light	1 Nos.
41	LED Screen (6*16)	1 Nos.
42	LED Screen (8*20)	1 Nos.
43	Scalloping Main gate	Per sq feet
44	Wall mashing on bamboo structure (19*20) stage	1 Nos.

45	Blue matting	Per sq feet
46	Main Stage drapping	Per sq feet
47	Sound system- Top	1 Nos.
48	Base	1 Nos.
49	Satge monitor	1 Nos.
50	Ear monitor	1 Nos.
51	Amplifier	1 Nos.
52	Main stage speaker	1 Nos.
53	Aux out	1 Nos.
54	Sound system- mixing console	1 Nos.
55	Poles	1 Nos.
56	Bamboo	1 Nos.
57	T pipe	1 Nos.
58	Curtain	1 Nos.
59	Stand Mike	1 Nos.
60	Cordless Mike	1 Nos.
61	Collar Mike	1 Nos.

Place: New Delhi
Date:


Tender Inviting Authority

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SECTION-II

PROCEDURE FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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:
<http://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP Portal 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 / TCS / 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
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" 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 login to the site well in advance for bid submission so that he/she 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. The Bidder has to select the payment option as "Offline" to pay the tender fee/ EMD as applicable and enter details of the items.
4. The Bidder should prepare the EMD as per 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 item 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. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file 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 bid is maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids) i.e. 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.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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, IHE, New Delhi.
2. 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.

SECTION-III

TERMS AND CONDITIONS

1. The tender shall Interest bona fide and reputed Indian agents who may **submit online bids for the above tent items** along with all requisite documents and scanned copies of **Tender Fee** (in form of Demand Draft only for each bid) of **Rs. 1000/- (Non-Refundable)** in favour of **“Director, Institute of Home Economics”** payable at New Delhi.
2. The Bidder(s) may note that **ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
3. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this **BOQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IHE.
5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IHE, New Delhi reserves the right to accept or reject any or all the tenders.
6. The firm must also possess valid PAN No., GST registration Number and a copy of the same must be uploaded in the Cover-I of the E-tender.
7. Bid Validity: 365 days.
8. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:
<http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page>
9. **EMD:** The units recognized by Department of Industrial Policy and Promotion or Micro & Small enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small & Medium Enterprises (MSMEs) shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules, 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
10. Tender Fee/ EMD have to be submitted to this office on or before **bid opening date**. Name of the bidder and Tender reference number has to be furnished behind the EMD/Tender Fee Demand Draft. The scanned copy of Earnest Money Deposit/Tender Fee by way of Demand Draft in PDF form should be included in Cover-I of the E-tender. The offers with outbid security will be rejected.
11. The EMD will be returned to the unsuccessful bidders.

12. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the item/s.
13. Exemption from payment of Tender Fee (per bid), EMD (in full) and prior experience shall be given to Startups as recognized by Department of Industrial Policy and Promotion or Micro & Small enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small & Medium Enterprises (MSMEs). In all other cases, the Bidding firm should be in existence for minimum period of 3 years (Copy of Certificate of Incorporation/Registration Certificate of the firm).
14. **Acceptance/ Rejection of bids:** The Committee reserves the right to reject any or all offers without assigning any reason. No claim whatsoever will be entertained/paid by the college to the bidder(s). Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected. The Committee reserves the right to award of purchase order for different items to different bidders based on technical and financial evaluation.
15. **Pre-qualification criteria:** Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. Technical Bids of only those vendors will be opened and evaluated who have submitted the Tender fees and EMD.
16. **Delivery:** As per the date of supply order.
17. **Payment:** After, the award of the purchase order, 100% payment shall be made by the Purchaser against delivery, inspection, successful installation within the stipulated time of four weeks, commissioning and acceptance of the equipment at College in good condition and to the entire satisfaction of the Purchaser. The Payment will be released though RTGS. The vendors are required to submit Bank details along-with the Bill for this purpose.
18. On inspection, if the material or workmanship is not found as per the specification or any item is found damaged the same shall be rejected. In case of rejection of the materials, no payment will be made for the rejection item.
19. Incomplete/conditional quotation will not be accepted.
20. Contract can be extended on yearly basis for a maximum of two years, this is subject to the performance.


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TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Date:

To,

The Director,
IHE,
Hauz Khas,
New Delhi-110016

Sub: **Acceptance of Terms and Conditions of tender.**

Tender Reference No:

Name of the tender/work:-

Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (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), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby 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 /entirety.
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 our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof 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**

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(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm:

Registered /Postal Address:

1	Permanent Account No. (PAN no.)	
2	GST No.	
3	Bank details: a. Bank Name b. Branch Address c. Account No. d. Type of Account (current/saving) e. MICR No. f. IFSC code	

Financial Bid Format:

S.No.	Description of Item	Quantity	Unit Cost (INR)	Taxes and other charges (INR)	Total Cost inclusive of all taxes (INR)
1.					
2					
3					

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

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E.Mail. principal@ihe.du.ac.in Web site: <http://www.ihe-du.com/>

Name of the Firm:

Tender Reference No:

Name of the Tender/work:

Check List

S.No.	Details	Submitted (Yes/No)	If submitted, mention page no. of pdf file	Remarks
1	Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any			
2	Scanned copy of Firms registration, PAN Card, GSTIN.			
3	Tender Acceptance letter			
4	Scanned copy of Income Tax Statement for the last two years.			
5	Scanned copy of Bank details			

Signature of the Bidder with Official Seal