



# राष्ट्रीय डिज़ाइन संस्थान NATIONAL INSTITUTE OF DESIGN

A Statutory Institute under DPIIT, Ministry of Commerce & Industry, Government of India  
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www.nid.edu

No. NID/NIQ/06/23-24

07.09.2023

## Notice Inviting Quotations (NIQ)

National Institute of Design (NID) invites sealed quotations from the reputed, experienced and competent decorators and hirers for "Supply and Installation various decorative items, lighting equipment, tables, chairs etc on hiring basis for upcoming Navratri event, Annual Convocation event and various events to be organize during the Academic year at NID Ahmedabad campus (Including both labor and Material)"

The quotations shall be received in the Office of the Chief Administrative Officer, NID, Paldi, Ahmedabad.

The last date of submission of quotations: upto 5.00 pm on upto 27.09.2023

Name of Work :	Supply and Installation various decorative items, lighting equipment, tables, chairs etc on hiring basis for various events at NID Ahmedabad campus
Period of contract :	Upto 2025 all events
Date & Time of opening of quotations :	29.09.2023 at 11.00am at NID Paldi, Ahmedabad

### Terms & conditions:

1. The rates are inclusive of all labour, material, tools, plants, carriages etc.. & applicable taxes as submitted by bidder in quotation.
2. **The bidder is advised to visit the site before submitting the quotation at his own cost, and examine it and its surroundings to collect all information that he consider necessary for proper execution of the work.**
3. Experience certificates / similar works work orders should be attached with submitted quotations.

### ELIGIBILITY CRITERIA :

- (i) Having godown / office facilities for events in Ahmedabad / Gandhinagar.
- (ii) Having on hand or executed similar kind of single events of not less than Rs.Three lakhs from a single reputed client during last two years.
- (iii) The Firm must be in the business of providing such services since last 10 years.
- (iv) The Bidder must be a profit making organization and should have an annual turnover of at least Rs. 25 lakhs during last two financial years. (i.e FY 2020-21,21-22)
- (v) The bidder must have 24 hours land line / mobile contact facilities and the same should be intimated to NID if there is any change.
- (vi) The list of clients especially event executed for educational institutes to be submitted with the contract value, to be attached with bill.

- (vii) The list of materials such as chairs, tables, ballis, lighting, carpet, stage materials metal / wooden etc. owned by the bidder required for such type of events may be attached with the technical offer
- (viii) Please attach the list of materials owned by the bidder which shall be used for the events.

**Note:** The Institute reserves the right to communicate or visit the sites of the bidders current contracts and interact with the official in charge for verifications, etc. formalities for short listing of bidders technical bids.

## **2. EARNEST MONEY DEPOSIT (EMD)**

The vendor shall be required to submit along in the Technical Bid envelop, the Earnest Money Deposit (EMD) of Rs. 21,000/- (Rupees twenty one thousand Only) by Demand Draft / Banker's Cheque / Pay Order drawn on a Nationalized / Scheduled Bank payable at Ahmedabad in favor of the "National Institute of Design".

## **3. PERFORMANCE GUARANTEE**

An interest free Performance Guarantee for 5% (Five Percent) of the Accepted Annual Contract Value (including EMD amount) valid up to the tenure of the contract will have to be submitted within 15 days from the date of LOI / Work Order if placed on the vendor. No bank guarantee etc. shall be accepted. This performance guarantee will not carry any interest. In case the Contractor fails to fulfill any of the terms & conditions stipulated in this Work order to the satisfaction of NID, NID shall forfeit the performance guarantee. This will be refunded to the Contractor after COMPLETION of the contract including extended period subject to fulfillment of all the terms and conditions to the satisfaction of NID. Upon award of the AMC to the approved bidder, the EMDs of remaining bidders will be refunded. The performance guarantee will be refunded without interest on completion of contract period.

## **4. VALIDITY OF OFFER**

This tender must be valid for a period of 60 days from the date of opening of commercial offer.

## **6. TENURE OF CONTRACT :**

The period of contract for rental / hiring shall be for a period upto 2025 from the date of awarding the contract.

## **7. TERMINATION OF CONTRACT**

The contract may be terminated by the Institute by issuing one month written notice. At the same time, the Contractor shall have to issue three months advance written notice to the Institute. However, in case the reason for termination of the contract warrants termination of the contract with immediate effect it will be done with due intimation to the party.

## **8. RATES**

Please offer your rates in **Annexure – II**.

**All Electrical wiring works including material, labor, transportation etc to be included in quoted rates.**

## **TERMS & CONDITIONS :**

- 1) The items and quantity mentioned in BOQ are indicative only. The actual requirement may be more /less as per NID requirement.
- 2) The offer shall be valid upto 2025 ( all events including Convocation). The rates quoted in **Annexure-II** shall be FIRM FIXED

- 3) NID may add or delete any quantity of the tender item during the period of contract for which same rates shall be applicable.
- 4) The services/repairs/replacements shall normally be carried out in our premises. In case, any equipment or its parts are to be taken out to Contractor's shop for repairs/ replacements/ services, all arrangements are to be made by the Contractor at his cost for taking out the items and bringing back the same. This includes labor, transportation, etc, in addition to all other works related in this regard. The items can be taken out of NID with valid returnable Gate Pass, signed by authorized official of NID.
- 5) The contractor shall, during the tenure of contract, be able to arrange timely deployment of qualified /efficient technicians and electricians along with the required tools, ladders, tackles, instruments, plants etc. as well as spares and consumables for uninterrupted operation of equipments included in the contract. The contractor shall deploy service technicians, electricians and the supervisor who will be involved in the work. The contractor or his authorized technician should have relevant experience of such type of event works. Besides, the contractor or his senior supervisor shall be available at NID Ahmedabad / Gandhinagar, as and when required at the time of any events.
- 6) The contractor should adopt standard methods of working. In case of any damage to part/equipment/system due to the fault of contractor of the institute property, appropriate amount will be recovered from his bill.
- 7) The Contractor shall not, in any circumstances, sublet any portion of the / any phase of the work envisaged in this Work Order without prior written approval of NID. The decision of NID to accept/ reject the sub-contract will be final.
- 8) The decision of NID Engineer / Supervisor in respect of quality of works carried out will be final and binding on the contractor.
- 9) NID will not be responsible for the either security of the material brought in by the contractor nor safety of the persons deployed by the contract for carrying out the work as per the scope and terms and conditions of the contract as the contractor will be fully responsible for the safe custody of his material and compliance of the safety norms for doing such work.
- 10) The contractor should obtain gate pass from NID for taking out his material from NID campus and will not be allowed to take out any material on all public and institute holidays as well as before 9.30 Hrs. and after 17.00 hours on week days. The entry in the gate for all the material brought in by the contractor and registering the same with the Stores shall be the basis for issue of Gate Pass for taking out the contractor's material.
- 11) NID will not supply any tool / equipment, except power and water supply at one point for any work. The contractor shall get approval of each completed work from NID supervisor / engineer.
- 12) Regular supervision on the part of contractor is essential and shall be available, as and when required by NID.
- 13) The working parameters of any event will be shown to NID supervisor / engineer, whenever called upon to do so.
- 14) Notwithstanding as to what is specifically stated in the specifications, the contractor has to attend all the work/s that is/are required to be carried out to ensure proper performance of all events.
- 15) As the work is to be executed in a restricted area, the contractor should strictly observe all safety, security and labor regulations prevailing in the campus. The contractor shall be responsible for the proper behavior of the staff employed by him, and also for any breach of security regulations, thefts, sabotage etc. The contractor shall withdraw any person so desired by NID, if in the opinion of NID, it is not desirable to permit that particular person to work inside the campus.
- 16) It will be the entire responsibility of the contractor to insure his employees against all risks. It will be the liability of the contractor to meet claims over the lives of any employee including himself.
- 17) The successful bidder will have to complete the listed work(s) with the complete satisfaction within schedule time. Penalty @ 0.5 % of quoted value of undelivered items /

delayed service per week or part of thereof will be deducted for delay of the work beyond stipulated completion date.

- 18) Payment will be made after successful completion of work after each event after submission of invoice and as per actual work done / measurement at site.

## **9. PAYMENT**

The payment will be made after successful completion of work as per actual measurement & will be made on raising the invoice duly checked, verified and certified for payment by internal technical team of NID, and HoD NID Ahmedabad.

After satisfactory completion of work, the Contractor shall raise invoice within 15 days in duplicate. The site should be cleared within 3 days on completion of each event. Payment will be made within 30 days from the date of receipt of bill and its certification by NID internal technical team and HOD. NID reserves the right to deduct the payment, in case the quality of work is not found satisfactory. The invoice should bear the GST Registration Number as well as the PAN number.

## **10. SETTLEMENT OF DISPUTE**

- Otherwise specifically provided in the Contract, all disputes concerning questions of fact arising under the Contract shall be decided by the Contractor and NID subject to a written appeal by the Contractor to NID.
- Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the Contract shall be to the extent possible settled amicably between the parties.
- If amicable settlement cannot be reached then the disputed issues shall be settled by arbitration.

## **11. ARBITRATION**

In the event of any dispute or difference arising under this Contract, the matter shall be referred to the Arbitrators one each nominated by NID and Contractor from their respective organizations. In case, the said Arbitrators are not able to settle the dispute by themselves, the matter shall be referred to the Arbitrator mutually nominated by NID and the Contractor and whose decision will be final and binding on both the parties. The venue of arbitration will be NID. Subject to as aforesaid the Arbitration and conciliation Act, 1996 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this Contract.

## **12. JURISDICTION OF THE CONTRACT**

- The Contract shall be considered as having come into force from the date of acceptance of the Work Order.
- The Courts of Ahmedabad shall have exclusive jurisdiction in all matters arising under this Contract.

## **13. SUBMISSION OF TENDER**

- The interested agencies/contractor will have to submit their offer for both campuses and the contractor would be awarded to a single agency/ contractor for both the agencies.
- In-complete and conditional offer would be rejected automatically.

## **14. TAXES**

The applicable taxes as mentioned in Annexure II. Applicable taxes as submitted by bidder in quotation.

## ANNEXURE- I

### TECHNICAL BID

1.	Name of the Firm with full Address of the Bidder - Contact Details Phone nos./Fax no. E-mail/Website, if any	
2.	Date of Establishment, with a copy of the registration details, etc.	
3.	Name and Contact Nos. of the authorized person in relation with this Tender.	
4.	Whether the firm is proprietorship / partnership – details may be furnished	
5.	Attach copies of the valid certificates of GSTIN / PAN	
6.	Attach complete details of the firm's godown / Workshop with a list of Technical Staff, equipments and machinery etc. infrastructure.	
7.	Give full names, addresses and contact details of the authorized officials, of the organizations where the bidder executed such type of event specially educational institutes.	
8.	Give a Statement of major Clients with their Address during last three years.	
9.	Attach copies of the last two financial years Income tax returns and Annual Accounts.	
10.	PAN / GST Registration details.	

I/We certify that the above statements are true and I/ we undertake to submit any other Testimonials certificates whenever called for in support of our statement.

Place:

Signature, Name and Stamp of the authorized Signatory of the firm

Sr.No.	Details of Eligibility criteria :	Submitted on Page No.
1.	Having godown / office facilities for events in Ahmedabad / Gandhinagar	
2.	Having on hand or executed similar kind of single events of not less than Rs.Three lakhs from a single reputed client during last two years	
3.	The Firm must be in the business of providing such services since last 10 years	
4.	The Bidder must be a profit making organization and should have an annual turnover of at least Rs. 25 lakhs during last two financial years.	
5.	The bidder must have 24 hours land line / mobile contact facilities and the same should be intimated to NID if there is any change	
6.	The list of clients to be attached specially event executed for educational institutes to be submitted with the contract value	
7.	Please attach the list of materials owned by the bidder to be used for the events	

I/We certify that the above statements are true and I/ we undertake to submit any other Testimonials certificates whenever called for in support of our statement.

Place:

Signature, Name and Stamp of the authorized Signatory of the firm

## Annexure II

	<b>Summary of Various Events</b>	<b>Amount Rs.</b>
A	Supply and Installation of various decorative items and lighting etc on hiring basis for Navratri event setup at Back Field area.	
B	Supply and Installation of various decorative items, framed mandap, cloth wall, lights etc for Convocation lunch / Dinner in the Back Field.	
C	Supply and Installation of Half round wooden stage for Group photo session of Geaduating students for Convocation in Eames Plaza.	
D	Supply and Installation of various decorative items, chairs, lights etc for Convocation event setup in Eames Plaza.	
E	Supply and Installation of various decorative items, chairs, lights and Outdoor Gas Heaters etc for Chairman's Dinners.	
F	Supply and Installation of lights and various decorative items for Convocation event setup. Supply and Installation of Mandap, Tables, Chairs, lights etc for Craft Bazar (Five Days event)	
G	Supply and Installation of framed mandap and cloth wall for Merchandise stalls to be used by SAC	
H	Supply and Installation of wooden platform for NID Logo near Monument.	
	<b>Total Rs.</b>	
	<b>Applicable taxes in % _____ Rs.</b>	
	<b>Grand Total Amount (Rs.)</b>	

**Total amount including all labours, materials, transportation, taxes inclusive of all.**

**A. Supply and Installation of various decorative items and lighting etc. on hiring basis for Navratri event setup at NID Ahmedabad campus.**

Sr. No.	Items	Quantity	Rate (Rs.)	Per	Amount (Rs.)
1	Supply and Installation of framed mandap for stalls	1350		sft	
2	Extra for waterproofing of ceiling of mandap	1350		sft	
3	Supply and installation of 24 watt LED tube light	12		Nos.	
4	Supply and installation of 15AMP plug points	15		Nos.	
5	Supply and installtion of 50/100 watt yellow LED lights (Flood)	60		Nos.	
6	Supply and installation of stage - 3feet high	400		sft	
7	Supply of PVC chairs	150		Nos.	
8	Supply and installation of Gadi pat	20		Nos.	
9	Providing and fixing loose cloth wall - 6' height	300		Rft	
10	Supply and installtion of light pole	40		Nos.	
11	MCB switches for light pole (4P - 02, DP -04)	6		Nos.	
12	Supply and installation of 150/200 Watt yellow LED light (Flood)	4		Nos.	
13	Supplying counter tables	27		Nos.	
14	Supply and installation of platform for sound system - 4feet high	48		sft	
	Rent charges for first day of Navratri event Rs.				
	Rent charges for remaining eight days would be Rs.				
			<b>Total Charges Rs.</b>		
NOTE : All Electrical wiring works including material, labor etc included in above quoted rates.					
<b>Total Charges for hiring the above services would be Rs. _____/- plus applicable taxes.</b>					



**B. Supply and Installation of various decorative items, framed mandap, cloth wall, lights etc for Convocation Lunch / Dinner in the Back Field. (One day Event)**

Sr. No.	Items	Quantity	Rate (Rs.)	Per	Amount (Rs)
1	Supplying PVC Chairs	600		Nos.	
2	supply and installation of framed mandap of size 150 x 200 feet	30000		Sqft	
3	supply and installation of 10/16 AMP, SP/DP MCB with 16 AMP switch socket combined	5		Nos.	
4	Supply and fixing tables for service counter	50		Nos.	
5	Supply and installation of framing cloth wall	1100		Rft	
6	Supply and installation of loose cloth wall	200		Rft	
7	Supply and arranging Kithcen samiyana	900		Sft	
8	Supply and Installation of decorative huts	10		Nos.	
9	Supplying Desert cooler (Big size)	8		Nos.	
10	Supplying PVC chairs without arm and with cushion and cover	80		Nos.	
11	Supply and arranging table coundter	88		Nos.	
12	Supply and arranging kitchen tables	25		Nos.	
13	Supply and inst. Of 150W / 200W white LED light (Flood)	10		Nos.	
14	Supply and arranging round tables with cloth and fir	8		Nos.	
15	Supply and arranging cocktail tables with cloth	6		Nos.	
			<b>Total charges Rs.</b>		
	<p>NOTE : All Electrical wiring works including material, labor etc included in above quoted rates.</p> <p><b>Total Charges for hiring the above services would be Rs _____/- plus applicable taxes.</b></p>				

**C. Supply and Installation of Half round wooden stage for Group photo session of Graduating students for Convocation in Eames Plaza. (One day Event)**

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Rate (Rs)</b>	<b>Per</b>	<b>Amount (Rs)</b>
1	80' x 3' x 1' high with 12mm thick plywood on top	1		Nos.	
2	85' x 1.5' x 2' high with 12mm thick plywood on top	1		Nos.	
3	90' x 1.5' x 3' high with 12mm thick plywood on top	1		Nos.	
4	95' x 1.5' x 4' high with 12mm thick plywood on top	1		Nos.	
5	100' x 1.5' x 5' high with 12mm thick plywood on top	1		Nos.	
6	105' x 1.5' x 6' high with 12mm thick plywood on top	1		Rft	
7	105' x 3' x 7' high with 12mm thick plywood on top	1		Rft	
8	110' x 3' x 8' high with 12mm thick plywood on top	1		Sft	
9	Black cloth on wooden steps	800		Sft	
10	Loose wall of Black cloth of 4' height	110		Rft	
11	Metal steps with railing	2		Nos.	
12	Wooden framed cloth wall on top step	110		Rft	
13	Tablet chairs	25		Nos.	
			<b>Total charges Rs.</b>		
	<p>NOTE : All Electrical wiring works including material, labor etc included in above quoted rates.</p> <p><b>Total Charges for hiring the above services would be Rs. _____/- plus applicable taxes.</b></p>				

**D. Supply and Installation of various decorative items, chairs, lights etc. for Convocation event setup in Eames Plaza. (One day Event)**

Sr. No.	Items	Quantity	Rate(Rs)	Per	Amount(Rs)
1	Supply of PVC chairs	1500		Nos.	
2	Supply of PVC chairs with cushion	400		Nos.	
3	Supply and making arrangements of tables for Tea	25		Nos.	
4	Supply and fixing framed cloth wall 6' high	60		Rft	
5	Supply and inst. of green cloth to Prjector tower	2		Nos.	
6	Supply and Inst. Of Projection screen tower	2		Nos.	
7	Supply and fixing 18mm plywood on cameraman tower	2		Nos.	
8	Supply and fixing green cloth on cameramen tower	2		Nos.	
9	Supply and laying Red carpet on Dias	3300		Sft	
10	Supply and installation of LED tower with covering	108		Sft	
11	Supply and installation of framed mandap	450		Sft	
12	Supply and installation of consol table counter	14		Nos.	
13	Supply and installation of camera raiser	36		Sft	
14	Supply of gadi, takiya and bed sheet	2		Nos.	
			<b>Total charges Rs.</b>		
	<p>NOTE : All Electrical wiring works including material, labor etc included in above quoted rates.</p> <p><b>Total Charges for hiring the above services would be Rs. _____/- plus applicable taxes.</b></p>				

**E. Supply and Installation of various decorative items, chairs, lights and Outdoor Gas Heaters etc for Chairman's Dinners. (One day Event)**

Sr. No.	Items	Quantity	Rate(Rs)	Per	Amount(Rs)
	<b>Supplying Outdoor Gas Heaters</b>				
1	Providing Outdoor Gas Heaters for Dinner during Graduating students dinner	8		Nos.	
2	Providing Outdoor Gas Heaters for Chairman's Dinner at Director's residence	4		Nos.	
	<b>Chairman's Dinner at The Director's residence</b>				
3	Supplying PVC chairs without arm and with cushion and cover	80		Nos.	
4	Supply and arranging table counter	32		Nos.	
5	Supply and fixing decorative huts	2		Nos.	
6	Supply and arranging kitchen tables	10		Nos.	
7	Supply and arranging round tables with cloth and fir	4		Nos.	
8	Supply and fixing white cloth 6' x 6'	2		Nos.	
9	Supply and fixing loose cloth wall	200		Rft	
10	Supply and arranging red carpet	180		Sft	
11	Supply and inst. of 150W / 200W white LED light (Flood)	5		Nos.	
12	Supply and inst. of 50W / 100 W Yellow LED light (Flood)	10		Nos	
13	Supply and inst. Elect wiring for above works	Lumpsum Job Work			
		<b>Total charges Rs.</b>			
	NOTE : All Electrical wiring works including material, labor etc included in above quoted rates.				
	<b>Total Charges for hiring the above services would be Rs. _____/- plus applicable taxes.</b>				

**F. Supply and Installation of lights and various decorative items for Convocation event setup.  
(Five days Event)**

Sr. No.	Items	Quantity	Rate(Rs)	Per	Amount(Rs)
<b>Supplying lights for Convocation Banners</b>					
1	Supply and Inst. of 150W / 200W LED white lights (Flood)	25		Nos.	
<b>Supply and Installation of Mandap, Tables, Chairs, lights etc for Craft Bazar (Five Days event)</b>					
2	Supply and Inst. of MS pipe Framed mandap	2000		Sft	
3	Supply and arranging Table counters	25		Nos.	
4	Supply and arranging PVC chairs	25		Nos.	
5	Supply and Inst. of 50W yellow LED lights (Flood)	10		Nos.	
6	Supply and Inst. of framed cloth wall	200		Rft	
7	Supply and Inst. of wooden platform	400		Sft	
		Charges for the first day Rs.			
		Charges for the remaining 4 days would be Rs.			
		<b>Total charges Rs.</b>			
NOTE : All Electrical wiring works including material, labor etc included in above quoted rates. <b>Total Charges for hiring the above services would be Rs._____/- plus applicable taxes.</b>					

**G. Supply and Installation of framed mandap and cloth wall for Merchandise stalls to be used by SAC. (Two days Event)**

Sr. No.	Items	Quantity	Rate(Rs)	Per	Amount(Rs)
1	Supply and installation of framed mandap of size 30' x 30' (900 sft)	900		Sft	
2	Supply and installation of loose cloth wall	90		Rft	
3	Supply and installation of 50W yellow LED lights (Flood)	6		Nos	
		Total charges for the first day usage Rs.			
	Rent for remaining day would be Rs.				
	<b>Total charges Rs.</b>				
	<p>NOTE: All Electrical wiring works including material, labor etc included in above quoted rates.</p> <p><b>Total Charges for hiring the above services would be Rs. _____/- plus applicable taxes.</b></p>				

**H. Supply and Installation of wooden platform for NID Logo near Monument.**

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Rate</b>	<b>Per</b>	<b>Amount</b>
	<b>Wooden Platform for NID Logo</b>				
1	Supply and Installation of wooden platform	48		Nos.	
		<b>Total charges Rs.</b>			
	NOTE : All Electrical wiring works including material, labor etc included in above quoted rates. <b>Total Charges for hiring the above services would be Rs._____/- plus applicable taxes.</b>				