

**Usha Mittal Institute of Technology
S.N.D.T. Women's University**

**Sir Vitthaldas Vidyavihar, Juhu Tara Road,
Santacruz (W) Mumbai 400 049**

**TENDER DOCUMENT FOR MANDAP, DECORATION &
STAGE SETUP FOR ANNUAL FEST**

LAST DATE OF SUBMISSION OF TENDER: March 20, 2016, 1 pm

PRICE Rs.200/-(Non Refundable)

TENDER FORM

From (Name & Address)

To,
The Principal,
Usha Mittal Institute of Technology
S.N.D.T. Women's University,
Sir Vitthalidas Vidyavihar, Juhu,
Tara Road, Santacruz (W)
Mumbai 400 049

Sub: Providing the Mandap, Decoration & Stage setup for annual fest of Usha Mittal Institute of Technology S.N.D.T. Women's University's Juhu Campus

Sir,

We have pleasure in submitting our tender form duly filled in for the above mentioned work.

1. We have read the general conditions mentioned in the tender document and specifications given in the Abstracts and we agree to abide by them.
2. We also agree to complete the task of Mandap, Decoration & Stage setup as per date's date of receipt of the confirmed order.
3. We agree to provide Mandap, Decoration & Stage setup at the rates quoted by us in the abstracts.
4. We enclose herewith a Demand draft bearing no. _____ dtd. _____ drawn on _____ Bank payable at Mumbai for Rs. ____ /- in favour of Usha Mittal Institute of Technology as earnest money deposit. We understand that this amount is not to bear any interest.
5. Our offer shall be valid for three months from the date of opening of the tender.

Thanking You,

Yours faithfully,

(Signature of the Vendor)

Seal of the Vendor

**Tender Document for the Mandap, Decoration & Stage setup, by
Usha Mittal Institute of Technology S.N.D.T. Women's University, Mumbai**

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Section I: Invitation for Bids

1. The Usha Mittal Institute of Technology S.N.D.T. Women's University proposes to organize the Arcane Illusions Annual cultural fest as on 24th & 25th March 2017. We propose for installation of Mandap, Decoration & Stage setup from experienced Vendors.
2. Tenderers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
3. **Minimum Eligibility Criteria:**
The Bidder:
 - A. The tenderer should have the required licenses to run the business VAT & Service Tax registration and PAN under Income Tax Act from the concerned Government Authority. A certified copy of each such Registration Certificate/ License should be enclosed.
 - B. The Tenderer should be in continuous existence in core business of the last five (5) Years.
 - C. The Tenderer should have minimum turnover of Rs.5, 00,000/- (Rupees Five Lac Only) per annum out of Indian Operations for the last 3 consecutive years ending March, 2016. A Certified copy of the Annual Audited Accounts duly signed by the Chartered Accountant should be enclosed for each year.
 - D. Sealed offers prepared in accordance with the procedure enumerated in Clause I of Section II should be submitted at following address on or before March 20, 2017 till 1 pm.

To be addressed to:

The Principal,

Usha Mittal Institute of Technology,
SNDT Women's University
Juhu Campus, Santacruz (West)
Mumbai 400049

4. The tender should be submitted in two Cover system i.e. a and b. There should be proper indication of the contents on each envelope as indicated in clause 1 of the Section II.
5. The tenderer should indicate specifically the Basic Price, Taxes/Duties and levies chargeable quantitatively against each item.
6. The Tender should be submitted along with refundable Earnest Money Deposit of Rs.7, 000/- in the shape of demand draft in favour of **Usha Mittal Institute of Technology S.N.D.T. Women's University, payable at Mumbai.**
7. The tender must be submitted along with the copy of latest income tax Clearance certificate.
8. Unsigned tenders, unattested corrections and over-writings by bidders are also liable for rejection.
9. This is a time bound and high priority project. It must be understood that the bidder has made the proposal after fully considering all such factors, which may have any bearing on the time schedule. The bidder will be required install and enable services at the location **within stipulated time period** from the date of placement of order by the Usha Mittal Institute of Technology SNDT Women's University's college office.

Section II: Procedure for submission of Bids:

1. It is proposed to have a Two Cover System for this tender
 - a) Technical Bid in one cover.
 - b) Commercial bid in one cover.
2. Technical Bid of the Tender should be covered in a separate sealed cover super scribing the wordings "Technical Bid".
3. Commercial bid of the tender should be covered in a separate cover super scribing the wordings "Financial Bid". Commercial bid should only indicate prices.
4. All the two documents viz. Technical Bid cover and commercial bid cover prepared as above are to be kept in a single sealed cover.

Section III: Technical specifications of Requirements:

Top covering mandap, Side partition and Passage red carpet

Stage with carpet, Ramp and Wings

Green Room

Stalls

Lights

Main Gate

Fans

Plastic Chairs

Sofa

Approximate Quantity:

Top covering mandap, Side partition and Passage red carpet

10,000 sqft

Stage with carpet, Ramp and Wings

40x20x6

Green Room

2

Stalls

10

Lights

30 Halogen

10 Metal Lights

Main Gate

1

Fans

25

Plastic Chairs

1000

Sofa

10

Section IV: Provision of Services

- a. The service coverage will be from 24th March 2016 9.00am to 25th March 2016 10:30 PM.
- b. The bidder shall ensure to fulfill the requirements during the date of service coverage starts.

Section V: Financial Bid

The financial bid may be submitted in the following Format. (Cost for each item may be mentioned separately, Cost per item inclusive of all taxes)

Items	Rupees
Top covering mandap, Side partition and Passage red carpet 10,000 sqft	
Stage with carpet, Ramp and Wings 40x20x6	
Green Room – 2 no	
Stalls – 10 no	
Lights 30 Halogen 10 Metal Lights	
Main Gate – 1 no	
Fans - 25 no	
Plastic Chairs – 1000 no	
Sofa – 10 no	

Section VI: General Terms & Conditions

1. The vendor should adhere with all seriousness to the time schedule provided by the UMIT S.N.D.T. Women's University.
2. Prices quoted by the bidders should include all local taxes, VAT, duties, levies, transportation costs and insurance cost.
3. Once a contract price is agreed at the same must remain firm and must not be subject to escalation during the performance of the contract due to fluctuation in change in the duty/tax structure, changes in costs related to the materials and labour or other components or for any other reason.
4. The prices quoted shall be valid for a minimum period of Three Months from the last date for submission of offers.

Terms of Payment

The payment terms of the University are given below.

- 100% after completion of the event.
- TDS will be deducted wherever applicable.
- The Bidder must accept the payment terms proposed by the University. The Financial bid submitted by the Bidder must be in conformity with the payment Terms proposed by the UMIT S.N.D.T. Women's University. Any deviation from the proposed payment terms would not be accepted. The UMIT S.N.D.T. Women's University shall have the right to withhold any payment due to the Bidder, in case of delays or defaults on the part of the Bidder. Such withholding of payment shall not amount to a default on the part of the UMIT S.N.D.T. Women's University.

CONTACT DETAILS :-

Mr. Gajanan Joshi – 9766642228
Prof. Yashwant Kale -9422044057
022-26606040