

**DOCUMENT  
FOR**

**HIRING & INSTALLATION OF TENT ITEMS FOR ONE YEAR**

At

National Law University, Jodhpur

**Total Number of pages:16(Sixteen)**

S.no	Particulars	Details
1	Name of the firm	
2	Complete address	
3	Email ID OF FIRM	
4	Mobile Number	
5	Permanent account number (PAN)	
6	GST NUMBER OF FIRM	
7	EARNEST MONEY	Rs. 30,000/-
8	EARNEST MONEY DETAILS	BANK NAME:- DD NUMBER:-
9	Date of submission of tender	25/4/25 UPTO 2.00 P.M.
10	Authorized Signatory	

Check List of Documents:-

S.No	Particulars	Page No
1	<p>Technical bid in sealed cover super scribed as “Technical Bid” with all required parameters as follows:-</p> <p>(A) Filled in bid document duly signed and stamped at the bottom of each page.</p> <p>(B) Annexure ‘B’ (CONSENT FOR TECHNICAL SPECIFICATIONS )</p> <p>(C ) Demand Draft of Rs. 30,000 /- submitted as Earnest Money</p> <p>(D) Copy of the Income Tax PAN card of the company/ Firm</p> <p>(E) Copy of valid GST Registration of company/ firm</p> <p>(F) Notarized self certification for not being debarred/blacklisted as per Annexure”A”.</p> <p><b>(G) Completion certificate of similar nature of work i.e installation of german hanger work ,in any one financial year out of previous five financial years for VIP VISITS in any Government department/public sector undertakings/Autonomous body/reputed Educational Institution. (attach certificate of satisfactory completion of work from concern organization)</b></p> <p><b>(H) The bidder is required to submit successful completion certificate from Govt dept/agency/reputed organization for providing tent services of at least Rs 10.00 lacs in one financial year out of last 5 years.</b></p>	
2	<p>Price bid in Annexure C in separate sealed cover super scribed as “Financial Bid”</p>	

## DETAILS OF TENDER CALL NOTICE

Sealed bids are invited for **HIRING & INSTALLATION OF TENT ITEMS FOR ONE YEAR AT National Law University, Jodhpur**

S.No	Item	Quantity
1	<b>HIRING &amp; INSTALLATION OF TENT ITEMS FOR ONE YEAR AT National Law University, Jodhpur</b>	As mentioned in schedule

Bid document for the above work can be obtained from the office of Registrar NLU, Mandore Road, Jodhpur, Rajasthan on all working days in between 10.00 A.M. to 5.00 P.M.. The bid documents can also be downloaded from University's Website ([www.nlujodhpur.ac.in/tenders.php](http://www.nlujodhpur.ac.in/tenders.php)).

Bids will be received up to 2.00 P.M. of 25/4/25 and the technical bid will be opened on the same day at 2.30 P.M in presence of the bidders or their authorized representatives if any. Opening date and time of financial bid shall be communicated subsequently after assessing the suitability and eligibility of the bidders.

## **1. Scope of Work:-**

- 1.Hiring and installation of german hanger,truss tent,ceiling tent as per requirement /size and location as directed.
- 2.The firm has to complete all the work one day before EVENT i.e (upto 6: P.M.)all the work of installation of tent.

## **2. Eligibility Criteria**

The bidding concern must fulfill all the following criteria for techno-commercial qualification of the tender.

2.1 The Bidder must have valid PAN, GST number. (attach document)

2.2 The firm must not have been debarred / blacklisted by any Govt. Deptt, agency, PSUs / autonomous organisations/repute educational institution. The bidder shall submit a self certification by an authorized person duly notarized to this effect.(attach self declaration certificate duly notary attested) in the prescribed format attached as Annexue”A”.

**2.3 Completion certificate of similar nature of work i.e installation of german hanger work in any one financial year out of previous five financial years for VIP VISITS in any Government department/public sector undertakings/Autonomous body/reputed educational institutions (attach certificate of satisfactory completion of work from concern organization)**

**2.4 The bidder is required to submit successful completion certificate from Govt dept/agency/reputed organization for providing tent services of at least Rs 10.00 lacs in one financial year out of last 5 years.**

## **3. INSTRUCTIONS TO BIDDERS**

- 3.1 A Bidder can submit a single bid only.
- 3.2 Incomplete, telegraphic or conditional bids shall not be accepted.
- 3.3 The contractor /firm shall not be allowed to transfer, assign, pledge or sub-contract work order/supply order under this contract to any other agency.

- 3.4 Prices quoted must be firm and fixed. No price variation / escalation shall be allowed during process of completion of the project.
- 3.5 The approved rate may be considered for future requirement with the consent of both the parties.
- 3.6 The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the terms and conditions, technical specifications etc.
- 3.7 Valid GSTIN certificate / e-submission document duly self attested must be submitted along with the bid.
- 3.8 Deviations in terms and conditions, Specification of material, Inspection clause etc. will not be accepted under any condition.
- 3.9 Bids received late due to postal delay or otherwise will not be considered.
- 3.10 The bidders are required to furnish their offers in the price bid both in words & figures. In case of corrections ,if any, the original text/numerical must be clearly crossed out and re-written legibly above, below or on the side of the crossed out characters as per availability of space and the authorized person must put his dated initial under such corrections. In case of any conflict between figures and words, the amount in words shall prevail. In case of any error in calculation, corrected amount will be considered for calculation of lowest bidder
- 3.11 Since timely execution of works is of paramount importance, requests for extension of time shall not be entertained.
- 3.12 Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
- 3.13 University reserves its right to modify the bid document/details by way of amendment .Notification for Such amendment shall be notified only on university website, therefore bidders are advised to visit university website time to time.
- 3.14 Bids will be accepted & will be opened as per information mentioned in the notice-inviting tender. No receipt against submission of bid shall be issued by NLU, Jodhpur.

- 3.15 The last date of receipt of the bid is 25/4/25 upto 2.00 P.M. Sealed tenders may only dropped in the specified tender box kept in the **Office of Registrar**, NLU Jodhpur during office hours on working days. Bids received after due date & time will not be considered. If due to any reason the due date is declared as a holiday the bid will be opened on next working day at the same time.
- 3.16 The technical bid shall be opened on 25/4/25 at 2.30 P.M. in the office of Registrar, NLU Jodhpur, in presence of such bidders or their authorized representatives, who are present at the time of opening.  
(The bid document should be submitted in two parts as detailed below:
- 3.16.1 Bids should be submitted in two separate sealed envelope as mentioned below & addressed to the Registrar, NLU Jodhpur, inside a sealed envelope super-scribed “Bid for Hiring and installation of tent items for convocation should contain Technical Bid as per Annexure – B prescribed Firm Registration certificate, decleration in lieu of Earnest Money, Technical Specification, GST Registration , Commercial terms & conditions, notarized undertaking as per ANNEXURE “A” ,other bid documents duly signed & sealed, It should be super-scribed with **Part-1 Technical Bid** “. All the papers of bid documents except the price bid duly signed should be submitted in the first envelope.
- 3.16.2 Second sealed envelope (part-II) should contain Price bid as per Annexure –C in a separate sealed envelope. It should be super-scribed with **“PART II Price Bid”**. Any condition in regard to financial aspects, payments, terms of rebate etc beyond the prescribed financial terms of NLU, Jodhpur will make the bid invalid. Therefore it is in the interest of the bidders not to write anything extra in the Price Bid in Annexure-C except price.
- 3.17 The procedure of opening of the bid shall be as under
- 3.17.1.First envelope **“PART-1 Technical Bid”** shall be opened at the time & date mentioned in the bid notice by NLU, Jodhpur representative in the presence of bidders, who choose to be present.
- 3.17.2 Second envelope (part-II) containing Price bid shall be opened after evaluation of technical-commercial suitability of the offer by

assessing responsiveness in line with the requirements mentioned in the bid document. The time for opening of second envelope (Price bid) shall be informed separately after assessing and evaluation of technical bid. Second envelope of price bid only those bidders shall be opened who qualify in the technical bid. If necessary, the firms may be called for Technical Presentation of their product as per the time intimated by NLU, Jodhpur.

- 3.18 **Successful bidder shall be calculated on the basis of total cost of all items as mentioned in technical bid .**
- 3.19 In case of supply/use of any defective material or substandard material, the materials will be rejected & it will be the responsibility of the supplier for taking back & replacing the rejected materials at their own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the office it will have the right to suitably dispose off the same and forfeit the amount.
- 3.20 The supplied materials/execution of work should strictly comply with the specifications as mentioned in the bid, otherwise the material would be liable for rejection.
- 3.21 Any clarification on the technical specification and commercial terms and conditions may be clarified in writing from NLU, Jodhpur
- 3.22 Deviation of any commercial terms and condition and technical specification shall not be entertained under no circumstances.
- 3.23 Bidders may in their own interest visit the sites and undertake site visit before submitting bids. NLU, Jodhpur will not be responsible for any incidental or consequential losses of the firms while execution and till expiry of the period of maintenance.
- 3.24 The contractor shall abide by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The contractor/firm shall indemnify the Institute from any claims in this regards.
- 3.25 Any losses sustained by Institute due to negligence of contractor's service in the form of loss/damage of property, will be recoverable from the contractor, as the money value shall be estimated by the Institute. The decision of the institute in this regard will be final and binding on the contractor/firm.

- 3.26 The Contractor/firm will adopt all safety measures /precautions while executing the work/supply. In case of any accident /causality of any personnel, involved in work/supply the complete responsibility will be borne by the contractor/firm himself and University will not be held responsible for any claim/compensation.
- 3.27 University may take clarification from bidder or any other and may take appropriate decision accordingly. The decision of University shall be final and binding to all.
- 3.28 NLU, Jodhpur does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected
- 3.29 The NLU, Jodhpur reserves its right to reject/accept any or reject all tenders at any time without assigning any reason thereof. It shall be without any liability towards the bidder.
- 3.30 The firm/contractor will adopt all safety measures /precautions while executing the work in relation to all material, equipment and accessories etc.University will not be responsible for any loss, theft, damage etc for any reason.
- 3.31 For execution of work the firm has to contact university authority and quantity of above items will be as per actual requirement at site.
- 3.32 All the tent/furniture should be clean/new.
- 3.33 The rates are inclusive of installation and transportation charges.

#### **4. COMMERCIAL TERMS & CONDITIONS:**

##### **4.1 EARNEST MONEY:-**



**4.1.1 Firm/Contractor must submit the Earnest Money of Rs.30,000/-**, in the form of a Demand-draft issued by a Nationalized/Schedule Bank in favour of the Registrar, National Law University, Jodhpur payable at Jodhpur at the time of submission of tender documents. Earnest Money shall be refunded/adjusted against security deposit, if any, after award of work order, as the case may be.

4.1.2 In absence of earnest money, quotation of the firm shall not be entertained in any circumstances

**4.1.3.** In case of claim for exemption from deposit of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.

4.1.4. The earnest money will be forfeited if the firm denies to deposit the security amount if found lowest and university shall have the right to debar the firm from participation in future tenders of the university for the time as decided by university authority.

## **4.2 Security Deposit:**

4.2.1 The successful bidder must deposit the Security amount @ 10%(Ten percent) of the ordered value with the Registrar, NLU, Jodhpur within the time frame provided in letter for depositing of security in shape of DEMAND DRAFT OR irrevocable Bank Guarantees or FDR of equivalent amount for a **period of One year.**

4.2.2 The security deposit would be forfeited, if the firm/contractor denies to execute the work or supply the ordered items as the case may be.

4.2.3 The security deposit would be forfeited, if the supplies are not made or work not done as per the Terms & Conditions of the purchase order/bid document.

4.2.4 The security deposit amount will be refunded after the period of **one year without any interest** from the date of completion of work /supply of entire items

## **4.3 Payment:**

**4.3.1 Payment will be made after satisfactorily completion of work as per specifications after submission of GST bill by the firm and after inspection and verification by a committee constituted by the University.**

4.3.2 In case supply /work is not found as per specifications of the University, whole supply/work shall be rejected.

## **4.4 PENALTY CLAUSE:-**

In case of delay in supply/execution of work without prejudice to the right to reject the bid, penalty should be imposed as decided by the competent authority.

However, if there is any hindrance/barrier in execution of work from University side, then relaxation will be granted without penalty as deemed fit.

**35. Settlement of Dispute:**

5.1 All disputes pertaining to the work contract is limited to the jurisdiction of the courts at Jodhpur District, Rajasthan

5.2 Without prejudice to above, the parties reserve the right to enter into an Arbitration process in accordance with the relevant clause of Arbitration and Conciliation Act, 1996.

**ACCEPTANCE**

I/We have carefully read and understood the above terms and conditions of the bid and agree to abide by them.

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR  
TAKING PART IN TENDER**

(To be executed & attested by Public Notary/executive Magistrate on Rs 100/-non judicial stamp paper by the Tendered]

1. \* I/We \_\_\_\_\_ of  
M/s \_\_\_\_\_ hereby declare that our  
company \_\_\_\_\_ having registered address at  
\_\_\_\_\_  
\_\_\_\_\_ has never been ‘Blacklisted/debarred by any State/Central  
Govt,Department/Organization/Autonomous body/educational institutions till date nor  
we are facing/filed any Litigation proceeding regarding debarring (blacklisting) with  
either of the above said agencies.

**OR**

1. \* I/We \_\_\_\_\_ of  
M/s \_\_\_\_\_ hereby declare that our  
company \_\_\_\_\_ having registered address at  
\_\_\_\_\_  
\_\_\_\_\_ was blacklisted or debarred by State/ Central Govt,Department/Organization  
Autonomous body/educational institutions from taking part in tenders for a period of  
\_\_\_\_\_ years wef \_\_\_\_\_ to \_\_\_\_\_.the  
period is over on \_\_\_\_\_ and now the firm /company is entitled to take  
part in tenders.
2. In case of above information found false, I/we are fully aware that the tender/contract  
will be rejected/cancelled by National Law University, Jodhpur, and EMD/Security  
deposit shall be forfeited.
3. In addition to the above National Law University, Jodhpur will not be responsible to  
pay the bills for any completed /partially completed work/supply.

DEPONENT

ATTESTED:  
(Public Notary/executive Magistrate)

NAME:- \_\_\_\_\_  
Address: \_\_\_\_\_

**\*please strike out the non applicable para**

**Annexure”B”**

**TECHNICAL SPECIFICATION & BID**

S.no	Particulars	Qty	Unit	Consent Yes/no
1	Hiring and installation of prefabricated large span Aluminium alloy pandal (pillar less-German hanger) for convocation main tent area .The pandal should be water proof and fire proof which includes:- a)side wall inside the hall(colour as per choice of university)upto full height of pandal. b)ceiling cloth (inner area of dome )wherever req.as per directions of the university.	20000	Square Feet	
2	Hiring & installation of prefabricated iron truss structure with ceiling & side covered with 12 feet height including cost of hiring & installation of fabric for ceiling & sides.	12000	Sqft	
3	Hiring and laying of clean/new carpet(red/green) for pandal and other areas	80000	Square feet	
4	Hiring and installation of top ceiling in white colour /any colour for high tea tent area.	50000	Square feet	
5	Hiring and installation of side ceiling in white colour /any colour for high tea tent area.	30000	Square feet	
6	Iron black/white mozo barricading of 4 feet height.	800	FEET	
7	Swiss tent size 14’x28’/15’x30’ consisiting of room provided with cot with mattress set complete respect,toilet with running water having European camode and wash basin.the wash basin should have mirror and toilet should have tissue roll and hand napkins(2 nos)	04	Each	
8	Dunlop /cushion chair single type with white cover and ribbon.	1500	Each	
9	VIP sofa with cover or equivalent of best quality for seating of minimum (two person seating)	70	Each	
10	Hiring & installation of Rectangular table (size 5’x1.5/2’)with cover and frill	400	Each	
11	Hiring & installation of Round table with cover	100	Each	
12	Hiring and fixing flag set on GI pole of minimum 12 feet height at various locations in Campus	50	Each	
13	Glass central table (4’x2’)or wooden central table (2’x1.5’) (equivalent as approved.	25	Each	
14	Water storage tank of capacity 200 Ltrs.	10	Each	
15	Wooden platform for fix at main stage area of height 6 inch	200	sqft	
16	Hiring & installation of barricading in form of Q Manager of approx 2.5 feet height.	80	Nos.	
17	Hiring & installation of round stranding table of 4 feet height	30	Nos.	

18	Hiring & installation of PVC Chair	500	Nos.	
19	Hiring & installation of Bhatti tent of size 15'x30'	10	Nos	
20	Hiring & installation of round shape umbrella	06	Nos	
21	Hiring & installation of pipe pandal	3000	sqft	

**SPECIAL TERMS AND CONDITIONS:-**

**(1)The firm shall be required to set up all the tent items as per requirement in the evening of the day prior to the event. However payment shall be made for the actual number of days of event.**

**(2)The rates are inclusive of all material on hire, labour involved for erection (i.e pat, tables, celing,etc for moot court and other all events),transportation, taxes.**

**(3) The bidder will be required to provide rebate in approved rate for items used for more than 1 day as follows:-**

S.No	Break up of period	Rate of rebate
1	Second to third day	30%
2	Fourth to fifth day	50%
3	Subsequent days beyond fifth day	60%

**(4) The bidder is required to submit successful completion certificate from Govt dept/agency/reputed organization for providing tent services of at least Rs 10.00 lacs in one financial year out of last 5 years.**

**SEAL AND SIGNATURE OF BIDDER**

## ANNEXURE”C”

### FINANCIAL BID

S.no	Item	Qty	unit	Price per unit		Total Amount	
				Rate in figures	Rate in words	Rate in figures	Rate in words
1	Hiring and installation of prefabricated large span Aluminium alloy pandal (pillar less-German hanger) for convocation main tent area .The pandal should be water proof and fire proof which includes:- a)side wall inside the hall(colour as per choice of university)upto full height of pandal. b)ceiling cloth (inner area of dome )wherever req.as per directions of the university.	20000	Square Feet				
2	Hiring & installation of prefabricated iron truss structure with ceiling & side covered with 12 feet height including cost of hiring & installation of fabric for ceiling & sides.	12000	SQFT				
3	Hiring and laying of clean/new carpet(red/green) for pandal and other areas	80000	Square feet				
4	Hiring and installation of top ceiling in white colour /any colour for high tea tent area.	50000	Square feet				
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6	Iron black/white mozo barricading of 4 feet height.	800	FEET				
7	Swiss tent size 14’x28’ /15’x30’consisiting of	04	Each				

	room provided with cot with mattress set complete respect, toilet with running water having European camode and wash basin.the wash basin should have mirror and toilet should have tissue roll and hand napkins(2 nos)						
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11	Round table with cover	100	Each				
12	Hiring and fixing flag set on GI pole of minimum 12 feet height at various locations in Campus	50	Each				
13	Glass central table (4'x2')or wooden central table (2'x1.5') (equivalent as approved.	25	Each				
14	Water storage tank of capacity 200 Ltrs.	10	Each				
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19	Hiring & installation of Bhatti tent of size 15'x30'	10	Nos				

20	Hiring & installation of round shape umbrella	06	Nos				
21	Hiring & installation of pipe pandal	3000	sqft				
					<b>TOTAL</b>		
					<b>TAX</b>		
				<b>G.TOTAL</b>			

**SPECIAL TERMS AND CONDITIONS:-**

(1)The firm shall be required to set up all the tent items as per requirement in the evening of the day prior to the event. However payment shall be made for the actual number of days of event.

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(4) The bidder is required to submit successful completion certificate from Govt dept/agency/reputed organization for providing tent services of at least Rs 10.00 lacs in one financial year out of last 5 years.

**SEAL AND SIGNATURE OF BIDDER**