



**State Council of Educational Research and Training
Abhoynagar, Agartala, West Tripura**

BID DOCUMENT OF TENDER FOR

**Decoration works of 49th Science, Mathematics and
Environment Exhibition, 2023**



State Council of Educational Research & Training, Tripura

DNIT No. F. 32 (1-A) / Science Fair/SCERT/ 2022-23 Dated :

Name of Work: Decoration works of 49th Science, Mathematics and Environment Exhibition, 2023


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Certified that this DNIT contains 10 (ten) pages numbered form 1 to 10 and schedule of the Tender is shown in Section - I to IV.

DRAFT NIT No :

DNIT No. F. 32 (1-A) / Science Fair/SCERT/ 2022-23

Draft Notice Inviting Tender for an amount of Rs. 2,49,000/- (Rupees two Lakh forty nine Thousand) only and is hereby **APPROVED**.


 (N. C. Sharma)
 Director
 SCERT, Tripura

Government of Tripura
State Council of Educational Research and Training
Abhoynagar, Agartala, Tripura (West)

Tender Notice No.F. 32 (1-A) /Science Fair/SCERT/ 2022-23 /

Date: /12/2022

**Tender Document for Decoration works of 49th Science, Mathematics
and Environment Exhibition, 2023**

**NATURE OF THE WORK: Decoration works of 49th Science, Mathematics and
Environment Exhibition, 2023 Premises.**

APPROXIMATE COST OF THE WORK	: Rs.2,49,000/-
Tender Fee	: Rs. 500.00 (Non-refundable)
EMD Amount	: Rs. 5,000/- (Refundable)
Date of Availability of Tender Document	: 24.12.2022
Pre-Bid Discussion	: 26.12.2022 at 3 p.m.
Last date of submission of Tenders	: 31.12.2022 up to 4 p.m.
Date and Time for opening Sealed Tenders/Technical Bids	: 31/12/2022 at 4.30 p.m..
Date for opening of Financial Bids	: 31/12/2022 at 5 p.m.
Venue	:

The tender document will be obtained only from SCERT office, Abhoynagar, Agartala and website www.scerttripura.org.

1. GENERAL TERMS AND CONDITIONS:

SCERT, Tripura invites sealed tenders from reputed and registered Agencies / Firms having minimum three years of experience in similar works in the field of Event Management/ Decoration /Tent house services to any Government Institutions/ PSUs/ Universities with minimum annual turnover of 20 lakhs (Rupees: Twenty lakhs).

The bidders are required to accept all terms & conditions mentioned in the Tender Document. SCERT, Tripura reserves the right to reject any or all offers without assigning any reason thereof.

It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or Bids are liable to be rejected.

The tenders received after the stipulated date and time will not be acceptable.

SCERT, Tripura also reserves the right not to accept the lowest bid.

2. BID FEE & EARNEST MONEYDEPOSIT:

The tender document shall be submitted to SCERT, Abhoynagar, Agartala, Tripura duly signed by the authorized signatory in each page and duly authenticated with seal of the firm/agency along with the non-refundable account payee DD of Rs. 500 (five hundred) towards tender fee and EMD of Rs.4,000 (four thousand) only in favour of "Director, SCERT, Tripura" payable at Agartala as the time of submitting tender.

Please note that offers not accompanied by the required EMD and tender fee will be declared rejected. Offers submitted with incomplete information will not be considered.

3. SCHEDULES OFTENDER:

The Tender Document will be available in the website of SCERT, Tripura (www.scerttripura.org) for download. The intended bidders may download the same from the website or may collect the document from SCERT, Agartala, Tripura.

NATURE OF THE WORK: Tender Document for Decoration of 49th Science, Mathematics and Environment Exhibition , 2023 Premises

APPROXIMATE COST OFTHEWORK	: Rs.2,49,000/-
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Date for opening of Financial Bids	: 31/12/2022 at 5 p.m.

SCERT, Tripura reserves the right for not inviting the disqualified bidders in Technical Bid while opening the Financial Bids.

Any tender received after the date and time given above will not be entertained under any circumstances.

The Competent Authority reserves the right to reject any or all tender without assigning any reason and shall not bind it to accept any tender and reserve the right to call for fresh tender.

4. PROCEDURE FOR SUBMISSION OFBIDS:

The Bids shall be submitted in three separate sealed envelopes asunder: -

- (a) Envelop A-** should contain the Bank drafts (s) for the Earnest Money Deposit (EMD), Tender Fee along with the details in (Annexure-I), Annexure-II and Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.

(b) **Envelop B-** should contain the Financial Bid Documents (Annexure-III).

Both sealed envelopes (i.e., envelopes A & B) should be submitted in a big envelop duly sealed, addressed to the "SCERT, Tripura, Abhoynagar, Agartala, Tripura (West)-799005" and super scribed "**Tender for Decoration of 49th Science, Mathematics and Environment Exhibition, 2023**" may be submitted on or before 31/12/022 by 4.00 PM. The cover should also bear the name and address of the bidder including mobile number and e-mail id.

The bidder must put his seal and signatures on each page of the bid and also attest all or corrections etc., if any, under his seal and signatures.

5. BIDDER QUALIFICATION:

The bidder should have minimum three years' experience in the field of providing Decoration / Event Management services and similar nature of works to Govt. Departments / PSUs / Reputed Organizations (Copies of such work orders should be enclosed).

The minimum average annual turnover of the prospective bidder should be Rs. 20 lakhs during the last three preceding years (Audited copy of the same shall be attached in the technical bid).

The Bidder should have a required license issued by competent authority (Attested copy should be attached with Technical Bid).

Copies of Income Tax Return, Audited Balance Sheet, GST Registration certificate, Valid Registration Certificates issued by competent authorities under GST/CST acts, copy of shall be enclosed in the technical bid.

The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations.

All the information submitted by the Bidder shall be presumed to be true to be best of the knowledge of the bidder.

6. SCOPE OF WORK:

TENT & FLOWER DECORATION AND OTHER INCIDENTAL ARRANGEMENTS

Sl.	Name of Item	Specification
1.	Pandal / TENT along with decoration	6000 sq. ft. area for 02 days including lighting (approx.)
2.	Stage	30 feet (length) X 15 feet (width) X height 14 feet X floor height 4 feet. (approx.) Front base (flex banner) with original flower decoration & Backdrop (flex banner) .
3.	Gate	Box Gate 20 feet (length) X 10 feet (height) X 03 (box size)(approx.) with lighting Metal light = 04 nos.
4.	Chairs	1300 armless plastic chair with cover and 100 chairs with arms

5	Round table	70 nos. square tables with cover
6.	Tent for Dinning Area (without top)	For seating arrangement of minimum 100 nos. participants / guests etc. simultaneously.
7.	Printing and fitting fixing of Flex	For box gate (Sl.1) , state background (Sl.2) , Seminar hall as per requisition of etc.

** The Decoration committee of 49th Science, Mathematics and Environmental Exhibition – 2023 constituted by SCERT may be consulted in order to ensure the exact location, type, style, size, look and finishing of each and every component of the decoration job. Quantity / size of the works may increase or decrease by 25%.

7. TERMS AND CONDITION OF BID:

The bids must be accompanied with a Demand Draft issued by any Nationalized Bank for Rs.5,000/- (Rupees five Thousands only) in favour of Director, SCERT, Tripura payable at Agartala towards EMD.

The Technical Bids shall be opened at SCERT, Tripura by a duly constituted Committee in the presence of such bidders or their authorized representatives who may desire to be present at the time of opening of bids.

It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms & conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.

The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

Bid documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

The issuing of bid document shall not constitute that the bidders are automatically qualified.

If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., SCERT, Tripura reserves the right to terminate the contract.

The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month of the date of approval of the successful bidders without any interest.

However, the Earnest Money of the successful bidders will be liable to be forfeited, if he/she does not fulfill any of the following condition.

a) Execution of the agreement on Rs.100/- (Rupees: One Hundred only) on non judicial paper within stipulated period on receipt of award letter.

b) To undertake the work from the specified date mentioned in the award letter after approval of the financial bid by the competent authority.

The successful bidder will ensure compliance of all the relevant provisions of the Laws.

The Earnest Money of the successful bidder will be returned after completion of the event without any interest.

Conditional/Incomplete offers not conforming to tender document will be rejected.

All the disputes shall be subject to the jurisdiction of Civil Courts situated at Agartala, Tripura.

Failure to render service as per the approved technical specification of the items may lead to forfeiture of EMD.

The successful bidder will have to furnish performance bank guarantee of Rs. 20,000/- (Rupees twenty thousand) in the form of bank guarantee. This amount will be refunded in the last payment, i.e. at the end of the contact period.

PAYMENT :

Payments will be made within 30 working days only after successful execution of the work and submission of bill. No advance will be paid to carry out the work.

Declaration

1. I have read the above terms and conditions carefully and these are acceptable to me.
2. I hereby declare that my agency/firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organization.

Name of Tenderer _____

Address _____

**Signature of Tenderer With
Seal & Date**

DOCUMENTS TO BE SUBMITTED

1. Self-attested copy of PAN
2. Self-attested copy of GST registration certificate
3. Self-attested copy of valid license issued by competent authority
4. Self-attested copy of valid Service Tax Registration certificate
5. Self-attested copy of GST clearance certificate
6. Self-attested copy of Experience certificate for doing similar job
7. DD of Rs.500/- towards tender Cost
8. DD of Rs.4,000.00 towards EMD
9. Tender document signed with seal & date on each page.
10. Declaration form duly signed (Annexure-I)

Note: If the above documents are not submitted the tender will be summarily rejected.

Government of Tripura
State Council of Educational Research and Training
Abhoynagar, Agartala, West Tripura

Tender Notice No. F. 32 (1-A) / Science Fair / SCERT / Science Fair 2022-23

Date:

**TENDER DOCUMENT FOR "Decoration works of 49th
Science, Mathematics and Environment Exhibition,
2023"**

1. NAME OF THE AGENCY / FIRM _____

2. Details of Tender Cost (Non-refundable).

a) Amount: _____

b) Name of Bank: _____

c) Bank Draft Number and Date _____

3. Details of EMD:

a) Amount: _____

b) Name of Bank: _____

c) Bank Draft Number and Date _____

Signature of Tenderer

With Seal & Date

Government of Tripura
State Council of Educational Research and Training
 Abhoynagar, Agartala , West Tripura

ANNEXURE-II

Tender Notice No. F. 32 (1-A) / Science Fair/SCERT/ Science Fair 2022-23

Date:

**TENDER DOCUMENT FOR Decoration works of 49th Science,
 Mathematics and Environment Exhibition, 2023**

TECHNICAL BID

1. Name of the Bidder _____
2. Address of the Bidder _____
3. Details of documents to be submitted:
 - i) Valid Trade License
 - ii) Details of Permanent Account Number(PAN)
 - iii) GST Registration Certificate
 - iv) Last Two years experience of similar work (Attached documentary proof):
 - v) Regd. No. of the Firm if any (Attached documentary proof)
 - vi) Total Turn Over during last 02 preceding years: (please attach proof of balance sheet)

Signature of Tenderer
 With Seal & Date

g (SCERT), Tripura|2022

ANNEXURE -III

Government of Tripura
State Council of Educational Research and Training
 Abhoynagar, Agartala , West Tripura

Tender Notice No. F. 32 (1-A) / Science Fair/SCERT/ Science Fair 2022-23

Date:

TENDER DOCUMENT FOR Decoration works of 49th Science, Mathematics and Environment Exhibition ,2023 premises

PRICE SCHEDULE / FINANCIAL BID

(To be utilized by the Bidder for quoting their prices)

1. Name of the Firm:-

Full Address:-	
Telephone No:	
Fax No:-	
Mobile Number:-	
E-mail address:-	

2. No Bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.

3. **Price for Decoration as per the specifications mentioned below** (To be filled by the bidder)

Sl.	Name of Item	Specification
1.	Pandal / TENT along with decoration	6000 sq. ft. area for 02 days including lighting (approx.)
2.	Stage	30 feet (length) X15 feet (width)X height 14feet X floor height 4 feet. (approx.) Front base (flex banner) with original flower decoration & Backdrop (flex banner) .
3	Gate	Box Gate 20 feet (length)X 10 feet (height) X 03 (box size)(approx.) with lighting Metal light = 04 nos.
4.	Chairs	1300 armless plastic chair with cover and 100 chairs with arms
5	Round table	70 nos. square tables with cover
6.	Tent for Dinning Area (without top)	For seating arrangement of minimum 100 nos. participants / guests etc. simultaneously.
7.	Printing and fitting fixing of Flex	For box gate (Sl.1) , state background (Sl.2) , Seminar hall as per requisition of etc.

***Rate (Lump sum) for the entire job: Rs.....(Rupees.....)**
 (To be filled by the bidder)

*The price is inclusive of all charges, taxes and statutory liabilities.

Signature of Tenderer
 With Seal & Date