

TENDER DOCUMENT
FOR
‘OPEN DAY-2022’
(From 16.09.2022 to 17.09.2022)

ORGANISED BY
NIFTEM-Thanjavur
Ministry of Food Processing Industries, Government of India

at
**National Institute of Food Technology, Entrepreneurship and
Management – Thanjavur (NIFTEM-T)**
Ministry of Food Processing Industries (MoFPI)
Government of India Pudukkottai Road, Thanjavur – 613005
<http://niftem-t.ac.in/>; director@iifpt.edu.in Ph: 04362-226676, Fax:04362-227971

**TENDER PAPERS FOR THE WORK OF 'OPEN DAY-2022'
(From 16.09.2022 to 17.09.2022)**

AT NIFTEM-T, THANJAVUR - 613005

General information

COST OF TENDER PAPER	: Rs.500/- +18% GST applicable (Rupees Five hundred + 18% GST applicable) only per each set of Tender document
Mode of payment	: DD (In Favour of the Director, NIFTEM–Thanjavur payable at Thanjavur)
LAST DATE & TIME FOR SUBMISSION OF TENDER	: 07/09/2022 LATEST BY 11.00 A.M
OPENING TENDER /DATE & TIME	: 07/09/2022 LATEST BY 11.30 A.M
at NIFTEM	

PLEASE DELIVER THE TENDER AT

**Director Secretariat, National Institute of Food Technology,
Entrepreneurship and Management – Thanjavur (NIFTEM-T)**

Ministry of Food Processing Industries (MoFPI), Government of India

Pudukkottai Road, Thanjavur - 613005

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DETAILED TENDER CALL NOTICE

No.: NIFTEM-T/PO/OPEN DAY/2022-23/09

Dated 24.08.2022

NIFTEM-T, MoFPI, Govt of India is going to organize OPEN DAY-2022 celebration from 16.09.2022 to 17.09.2022 in the Office premises of NIFTEM-T, Thanjavur-613005.

Sealed Tenders in two bids "Technical Bid" & "Financial Bid" are invited from reputed firms/decorators/contractors having past experience and expertise to execute such type works for Construction of waterproof hanger, stalls, Stage, Decoration etc works as follows:

Sl.No	Title	Name of work
01	Work details	Construction of Hanger & Food stalls, Erecting performance Stage, Decoration works at Office premises of NIFTEM-T, Pudukottai Road, Thanjavur-613005
02	Earnest money to be deposited (EMD)	Rs.25000/- (Rupees Twenty Five thousands only) in form of Demand Draft from any Nationalized/Scheduled bank in favour of Director, NIFTEM-T, Pudukottai Road, Thanjavur-613005
03	Cost of Tender Document	Rs.500/- +18% GST applicable (Rupees Five Hundred only) (Non-refundable + 18%GST applicable) / DD in favour of Director, NIFTEM-T, Pudukottai Road, Thanjavur-613005
04	Last date & Time for submission	Last date & Time for submission of Tender on 07/09/2022 at 11.00 A.M
05	Sale of Tenders Documents	Office premises of NIFTEM-T, Pudukottai Road, Thanjavur-613005 from 24.08.2022 at 11.00 AM to 07/09/2022 at 11.00 AM
06	Downloading from the website	www.niftem-t.ac.in from 24.08.2022 at 11.00 AM, Note: In case of down loading the tender documents from the web site the bidders should have to furnish abank demand draft drawn in favour of Director, NIFTEM-T, Pudukottai Road, Thanjavur-613005 towards the cost of tender documents along with the Technical Bid without which the tender will be summarily rejected.
07	Last date of submission of sealed tenders	07.09.2022 at 11.00 A.M Note: In the single envelope containing two separatesealed covers (Technical bid & Financial bid) addressed to office of the NIFTEM-T, Pudukottai Road, Thanjavur-613005 with superscripting the name of thework on the covers
08	Date of opening of tender	07.09.2022 at 11.30 A.M The Technical bids will be opened in the presence of the tenderers or their authorized representatives at 11.30 A.M. on 07.09.2022 and the financial bids in respect of tenderers qualified in Technical Bids will be opened after evaluation of Technical bids at NIFTEM-T, Pudukottai Road, Thanjavur-613005. Attending the Bid Opening is the responsibility of the bidders; if not, the bids will be opened by the committee.

1. The Technical bid must be accompanied with the following documents:
 - i) Cost of Tender document i.e. Bank Demand Draft (Rs. 500/-+18% GST applicable) in case of downloading the documents from NIFTEM-T Website.
 - ii) EMD in the form of D.D.
 - iii) Self attested photocopy of valid TIN (**Taxpayer Identification Number**) registration certificate executing similar nature of work
 - iv) Self attested photocopy of PAN, TAN, GST Registration Certificate and up to date GST return certificate from July-2020 to Sept-2021.
 - v) Self attested Photocopy of Service Tax registration certificate, up to date return copies and service tax deposit challan as proof of the annual turnover for the financial year 2018-19, 2019-20 & 2020-21. The copy of last return of Service Tax.
 - vi) Self attested copy of work order / past experience confirming execution of three similar national/international fairs or similar assignments worth of Rs.30.00 lakhs (Rupees Thirty Lakhs) or more in a single work order and its completion certificates in period of last three years (up to July 2022) in Govt. or Govt. aided organizations. (Or)
Two similar completed works or similar assignments worth of Rs.50.00 lakhs (Rupees Fifty lakhs) or more in a single work order and its completion certificates in period of last three years (up to July 2022) in Govt. or Govt.aided organizations.
 - vii) Audited statement of accounts (Balance sheet & Profit Loss account) of the Firm for similar nature of business showing turnover not less than 01.00 crore (Rupees One Crore Only) for each of last 3 financial years(2018-19, 2019-20, 2020-21) and I.T. return Acknowledgements.
2. The work shall have to be executed and handover by 2.00 P.M on dt.15-09-2022. The tenderer having necessary expertise & competency to complete the work within the stipulated time should participate in the tender process.
3. The financial bid must be submitted in the prescribed format as per the tender schedule with item wise rate in words & figures & total financial involvement for the entire work.
4. The NIFTEM-T is not bound to accept the lowest tender and reserves the right to inspect/verify the stock of materials required for this work, in Godown of tenderers by nominating a Committee to ascertain the credibility of the firm.
5. The NIFTEM-T reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
6. The tenderers should visit the work site & ensure about the existing condition & nature of the site, that means of access to the site. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
7. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.
8. The sealed tenders containing **Technical bid (cover-I) and Financial bid (cover-II) in separate sealed covers** to be sealed in a single envelope in conformity with NIFTEM-T & terms & conditions of the bid document should reach the office of the undersigned by the scheduled date and time.

GENERAL TERMS & CONDITIONS

1. Sealed Tenders are invited from reputed Firms/Decorators/Contractor for construction of General arrangement works for the proposed 'OPEN DAY-2022' (From 16.09.2022 to 17.09.2022)
2. In case any portion of work is not completed as per laid down specifications and handed over to the Authority on the due date. Penalty up to 5% on the total value of work allotted/awarded will be imposed per day by the NIFTEM-T Authority to till completion of the job.
3. The Contractor / Decorator will be responsible for upkeep and maintenance of the entire work done by him till the closing of the event, He shall therefore, has to ensure adequate number of carpenters/helpers to the satisfaction of the NIFTEM-T Authority of the Event. Breakages and damages in any work shall immediately be settled and no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities. Lay out plans etc. of the site shall be provided by the Director of the Event/ Committee of the event. NIFTEM-T authority reserves the right to reject any or all tenders without assigning any reason or to accept any portion of the tender and award the remaining work to any other Contractor / Decorator.
4. The contractor shall execute the work confirming to the requirements of fire safety guidelines of Local fire authority.
5. The contractor shall have to obtain the required structural stability certificate from the competent authority for the infrastructures erected at the NIFTEM-T ground at his own risk.
6. All the tenderers should fill the rate tendered in figures as well as in words. The tender form may be filled in English and all entries made by handwritten in ink. Over writings in rate is not permitted. All corrections should be attested by the tenderers with his initials as many times as corrections occur. Each page of the tender form and other related papers submitted therewith should be signed by the Tenderers. Any discrepancy in the rates written in figures and words, then rates written in word is final. Similarly, discrepancy in the rates quoted for unit rate and total amount, and then the rate quoted for unit is final.
7. The Tenderers are required to submit an EMD of Rs.25,000 (Rupees Twenty Five Thousands only) only. The amount of earnest money deposit will be accepted only in the form of Demand Draft drawn in favour of Director, NIFTEM-T payable at Thanjavur. The tender without earnest money deposit shall be out rightly rejected.
8. The successful Tenderer / bidder shall sign an agreement in Non-judicial stamp paper of appropriate value (Rs. 100/-) with deposit of 10% (Ten Percent) of the Contract Amount, in shape of Bank Guarantee towards performance security within 3 days after intimation of acceptance of the tender. The performance security of 10% (Ten Percent) includes the amount deposited as EMD with the tender document. Failure to do so shall give the NIFTEM-T Authority the right to revoke the acceptance of the tender without further notice to the Tenderer, forfeit the earnest money deposits and award the work to any other contractor / decorator.

9. The Earnest/Security Money of successful Tenderer will be retained for successful completion of the contract and shall be returned only after the Open Day 2022 celebration is over on the scheduled date.
10. The Tenderers shall have to quote their rates for hiring charges only inclusive of erection, transportation and dismantling, but exclusive of statutory taxes. The tenderers shall have to specify clearly the statutory taxes/GST.
11. All the items of works shall be executed as per the direction of the Director, NIFTEM-T and the decision of the Arrangements Committee as regards to design concept is final and binding on the contractor / decorator.
12. Mode of payment: 25% of the contract amount will be paid after the handing over of the arrangements at the stipulated time and after satisfactory evaluation by the Arrangements committee and approval of the competent authority. Balance 75% will be paid after the completion of event. Payment will be made through NEFT only. No cash transaction will be there in this event.
13. The Tenderers are required to quote their rates per unit for ENTIRE PERIOD (16th and 17th Sep 2022) of the OPEN DAY-2022.

Director I/C,
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‘OPEN DAY-2022’ (From 16.09.2022 to 17.09.2022)					
(Hiring charges/Rates should be quoted for the entire period of Open Day inclusive of erection,Transportation and dismantling exclusive of all taxes like GST)					
Sl. No.	Item with Specification	Quantity	Unit	Rate/Unit (In figure & words)	Amount INR
1	<p>Golden Jubilee Hall (Sitting area: 2700 ft²)</p> <ul style="list-style-type: none"> • No of chairs: 300 • Video coverage with proper mixing device and live telecasting to various location and web live feed need to be given • Stage: Decorated with flowers (Stage area: 780 ft²), VIP chairs to accommodate 7-10 persons and a center table, with proper lights and name plates • Red carpet for the whole area (2700 ft²) 	300	Nos		
2.	<p>Waterproof hanger: Size 80’x60’ (next to basketball court)</p> <ul style="list-style-type: none"> ▪ Stage: Size 55’x23’ with side stairs. ▪ No of Chairs: 500 chairs ▪ LED display panels: 12 x 8, two numbers ▪ Appropriate wooden floor along with carpet ▪ Required number of lights and fans inside the hall ▪ Audio video visuals, mike with podium (2 nos) and speakers 	500	Nos		
3.	<ul style="list-style-type: none"> ▪ Stage back drop (55’x15’) + (2 nos of 6’ x15’) ▪ Stage chairs (7 nos) and center table (2 nos) <p>Food Court:</p> <ul style="list-style-type: none"> ▪ Shamiyana for 5000 ft² with Side closing ▪ Food kiosk: 10 numbers with required number of water dispenser (will be placed at different locations) ▪ Temporary hand washer – 10 nos (will be placed at different locations) 	2	Nos		
4.	<p>Expo hall – Pagoda Tent type</p> <ul style="list-style-type: none"> ▪ Number of pagoda :15 nos to accommodate stalls (Stall size – 9’ x 6’). 	80’x60’	Sq.ft		
		-	No		
		7+2	Sq.ft		
		tables	No		
		5000	Sq. ft		
		10	Nos		
		10	Nos		
		15	Nos		

5.	<ul style="list-style-type: none"> ▪ One 3'x3' table with two chairs, table cloth, one tube light and pedestal fan for each stall ▪ Facia for each stall with name stickers ▪ Two single phase connections to each stall 				
6.	<p>Main Gate (Inauguration):</p> <ul style="list-style-type: none"> ▪ Stage – 20' x10' ▪ LED Panel – 12 x 8 (Open) ▪ Live feed ▪ Audio video visuals, mike (2) with podium (1no) and speakers 	200	Sq.ft		
	<p>Parking Area:</p> <ul style="list-style-type: none"> ▪ Barricades ▪ Signage/Display boards. 	15 25	Nos Nos		
7.	<ul style="list-style-type: none"> ▪ Shamiyana – 20' x 30' ▪ Chairs - 25 	600 25	Sq.ft Nos		
	<p>OTHER MISCELLANEOUS ACTIVITIES</p> <ol style="list-style-type: none"> 1. Red carpeting of entire walk path, public seating place and to be separated by barricade, wherever necessary. 2. Recording of entire programme should be delivered in Hard disk. 3. Photo coverage of entire important events and delivered in albums. 4. Supply of momentos to VIPs - (10 Nos.), others - (25 Nos.). Designs to be approved by the NIFTEM-Thanjavur. Memento worth – Rs. 3000 (VIPs), others – Rs. 1500. 5. Supply of flower bouquets to VIPs (10 Nos.) others - (25 Nos.) Bouquet worth – Rs. 500 (VIPs), others – Rs. 300. 6. Around 100 numbers of Flagpoles with flags are to be erected on either side of the way as identified by the NIFTEM-Thanjavur. Designs to be approved by the NIFTEM-Thanjavur 7. Temporary Urinals 4 each for Gents / Ladies with water facility. 8. Printing and fixing of flex banners of 6' x 8' (5 Nos.) and 15 Nos. of welcome banners of 6'.00 x 3'.00 at the location specified by the NIFTEM-Thanjavur. Designs to be approved by the NIFTEM-Thanjavur 	- - - - - 100 8 -	Sq.ft Nos Nos Sq.ft		

	9. Three numbers of welcome arches at the locations indicated by NIFTEM-Thanjavur (Width of arch – 20 ft, 10 ft height). 10. LED Focus Lights (Used at different locations)	3 25	Nos Nos		
	Add: GST in Rs. (For all works)				
	GRAND TOTAL in Rs. (Cost inclusive all Taxes i.e GST)				

GRAND TOTAL

(In words: _____
_____ Only)

Director I/C,
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