

**ADMINISTRATION OF
DADRA & NAGAR HAVELI, U.T.
SOCIETY FOR PROMOTION OF TOURISM ART & CULTURE
TOURISM DEPARTMENT, SILVASSA
PHONE: 0260-2641399
Email : dnhtourism@gmail.com**

NO.DNH/TOUR/SPOTAC/ADVT/60/1/191

DATE: 03/08/2018

**SHORT TERM TENDER
HIRING OF AGENCY FOR PROVIDING & SETTING UP OF MANDAP, STAGE, TENTS, TOILETS
LEVELING GROUND ETC. AT RANDHA PATELAD (TOURISM GROUND) FOR MONSOON
MAGIC FESTIVAL 2018**

The Member Secretary (SPOTAC), Dadra & Nagar Haveli invites sealed tenders on behalf of the President of India from any interested Event Management Company/Agencies as per the detail below:

| Sr. No. | Particulars | Tender fees | Work Period | EMD |
|----------------|--|--------------------|--------------------|--------------|
| 1. | Hiring Of Agency For Providing & Setting Up Of Mandap, Stage, Tents, Toilets Etc. At Randha Patelad (Tourism Ground) For Monsoon Magic Festival 2018 | Rs. 500/- | 2 days | Rs. 12,000/- |

Tender document for *Providing & Setting up of Mandap, Stage, Tents, Toilets etc. at Randha Patelad (Tourism Ground) for Monsoon Magic Festival 2018* will be available in the office of the Member Secretary (SPOTAC)/Deputy Director (Tourism), Near Tribal Museum, Silvassa on all working days from 10/08/2016 to 17/08/2016 at the cost of Rs. 1,000/- only.

The complete tender form along with EMD in the form of FDR/Demand Draft of any Nationalized Bank only in favour of Member Secretary (SPOTAC), Dadra & Nagar Haveli, Silvassa should be properly covered sealed and superscribed "*Providing & Setting up of Mandap, Stage, Tents, Toilets etc. at Randha Patelad (Tourism Ground) for Monsoon Magic Festival 2018*" on envelop and send it by RPAD or hand it cover in person so as to reach in the office of the Member Secretary (SPOTAC)/Deputy Director of Tourism on or before 3.00 PM on 06/08/2018.

The tender will be opened on the same day in presence of the tenderer if possible. Tender without EMD and valid tender document shall not be entertained.

The right to reject any or all tender without giving reason is reserved. The validity of the tender shall be for one year from the date of opening of the tender form.

Sd/-
Member Secretary (SPOTAC)
Tourism Deptt., D&NH
Silvassa

Copy fd.w.cs to ;

1. All Head of Offices D,N.H, Silvassa for wide publicity
2. Joint Director (IT), Silvassa for publication on Website www.dnh.gov.in

LAST DATE OF ISSUE OF TENDER: 06/08/2018

LAST DATE OF RECEIPT OF TENDER: 06/08/2018

E.M.D. Rs.

TENDER FORM

This tender is issued to Shri./M.s. _____ of village
_____ tender fees Rs. 500/- received vide receipt/cheque/dd No. _____
dated: _____.

Silvassa.

Date: /08/2018

Sd/-
MEMBER SECRETARY (SPOTAC)
TOURISM DEPARTMENT
D & NH, SILVASSA

To,
Member Secretary (SPOTAC)
Tourism Department
D & NH, Silvassa

I, the undersigned Shri/M/s _____
hereby enclose the offer for *Providing & Setting up of Mandap, Stage, Tents, Toilets etc. at
Randha Patelad (Tourism Ground) for Monsoon Magic Festival 2018* as per “Annexure-I” and
also agree with the terms and conditions attached with this tender document as attached.

Place:
Date: /08/2018.

Signature of the tenderer
alongwith the rubber stamp

Note: Strike out whatever is not applicable.

THE EVENTS RELATED TO MONSOON MAGIC FESTIVAL SHALL BE AS UNDER:

1. It will be the duty of the Event Management Company/Agency to see that the Venue of Monsoon Magic Festival 2018 at Randha Patelad, Tourism Ground is cleaned from weeds, glass pieces, cow dung, unwanted garbage's etc. and also see that the leveling of the ground is done by filling up mud wherever required and prepare the ground by marking the various courts as per standard size and rules for various sports activities i.e. Volleyball, Kabaddi, Ring Football, Tug of War and other Cultural activities as per the direction of the department.
2. It will also be the duty of the Event Management Company/Agency for providing 2 (two) Stages, (1) one main closed water proof stage and other stage with open roof for the Rain Dance Competition having artificial water shower with supply of water, also has to prepare a Closed Water proof pandal area for sitting purpose for public and participants and also a closed water proof Mandap for the Kitchen area with the guidance of the tourism officials and as per the specific details given in Annexure -I
3. It will also be the duty of the Event Management Company/Agency for providing two changing rooms behind the stage or where directed to be set up, the agency will also provide sofas, chairs, fully set dias tables on the stage, LED lights for the stage, and whole venue along with generator during the event days as per the specific details given in Annexure -I
4. The agency will also have to provide 12 nos of Public Urinal/Toilets at the venue; it will be the responsibility of the agency to keep the toilets clean and hygienic, and also keep an attendant there for maintaining the cleanness at regular interval it will also be the responsibility of the agency to provide water, hand wash and towel. The Toilets should have display of Boys/Male & Girls/Female board/banner.
5. The agency will also have to prepare 2 (two) Tents (one office and one changing room) as directed by the officials of Tourism Department.

TECHNICAL QUALIFICATION:

- 1) The Event Management Company/Agency should preferably have requisite minimum two to three years experience and having all the materials ready as per Annexure -I in erecting stages, tents, mandaps, providing toilets etc.
- 2) The Event Management Company/Agency should preferably have worked with Administration/Government Department of Dadra & Nagar Haveli.

- 3) To co-ordinate for the Monsoon Magic Festival 2018 as per the direction of the Tourism Department and its officials.
- 4) The Agency should be able to complete the works as mention in Annexure –I within 2 (two) days after receiving the work order.
- 5) To arrange all the items as mention in Annexure – I

FINANCIAL BID:

- 1) All the Expenditure as mention in Annexure – I shall be borne by the Event Management Company/Agency including all expenditure on arrangement related to Monsoon Magic Festival 2018 viz cleaning of venue with leveling, decoration of venue, setting up of 2 (two) stages, setting up of mandap, providing sofas, chairs, generators providing Toilets, Tents etc. and items as mention in Annexure – I.
- 2) Events Management Company/Agency shall give EMD of Rs.12,000/- which shall be required to carry out all activities related to as mention in Annexure - I
- 3) This EMD Rs.12,000/- shall be valid for a period of 3 months and to be submitted with the tender document.
- 4) The Member Secretary (SPOTAC) Dadra & Nagar Haveli, Silvassa shall have the right to accept/reject any or all offers without assigning any reasons whatsoever.

GENERAL TERMS AND CONDITION:

1. The rate(s) quoted should be strictly for Silvassa and operative for supply orders issued by the Member Secretary (SPOTAC).
2. Any other taxes, etc. payable will be the responsibility of the Event Management Company/Agency and will be deducted from the bill by the department.
3. GST as applicable has to be paid by the Event Management Company/Agency. However, Form-D will be issued as per the provision of Sales Tax Regulation applicable in the UT.
4. All the Taxes/duties/royalties charges payable on the sale/ transport etc. within and/or outside the State, the agency shall be responsible for the same.
5. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 6. The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications confirming to the standard(s) requirements of the given specification/ mark/ manufactures.**

7. Rates quoted for items other than the specification mark/manufactures will not be considered. However, indigenous manufactures may quote their own makes providing specific/ mark/manufacturers.
8. Where specifications/ mark/manufacture are not specified by this office the rates should be quoted only for the standard quality showing the specification in tender.
9. The decision of the Tender Inviting Officer for acceptance rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
10. The Event Management Company/Agency should enclose E.M.D. of **Rs. 12,000/-** with tender as Earnest Money Deposit by drawing a Demand Draft of any scheduled Bank at Silvassa in favour of Member Secretary (SPOTAC) payable at Silvassa. Tenders received without Earnest Money will be summarily rejected.
11. The amount of Earnest Money paid by the Event Management Company/Agency in form of EMD and whose tenders are not accepted, the Cheque or Demand Draft will be refunded to them by the Tender Inviting Officer.
12. Only on satisfactory completion of the supply order, the amount of Security Deposit or Earnest Money deposit will be refunded after expiry of guarantee period, if any or any such date/ period as may be mutually agreed upon.
13. The Member Secretary (SPOTAC) will consider extension of item for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the limit.
14. The work of ***Providing & Setting up of Mandap, Stage, Tents, Toilets etc. at Randha Patelad (Tourism Ground) for Monsoon Magic Festival 2018*** as per tender document if found of inferior quality/ standard or of different specifications after then that ordered/ specified and / or incompletes or torn articles will not be accepted. The work will have to replace the same at his own cost and risk. However, if no communication is done then the Tender inviting officer will not be responsible for any damage, loss etc. of such rejected articles.
15. In case of failure to replace the accepted and rejected work from Event Management Company/Agency made, as mentioned in the conditions, the loss undergone by the Govt. will be recovered from the Event Management Company/Agency from security deposit/ earnest money or payment due of any bill (s) to the extend required.

16. In case of failure to do the work of ***Providing & Setting up of Mandap, Stage, Tents, Toilets etc. at Randha Patelad (Tourism Ground) for Monsoon Magic Festival 2018*** ordered for as per conditions and within the stipulated time limit, the same articles will be obtained if required from the Event Management Company/Agency who offered next higher rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Govt. on account of such purchases shall be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable. The Event Management Company/Agency shall have no any right to dispute with such procedure.
17. If at any time after the order for the work of ***Providing & Setting up of Mandap, Stage, Tents, Toilets etc. at Randha Patelad (Tourism Ground) for Monsoon Magic Festival 2018*** the tender Inviting Officer shall for any reason what so ever not require the whole or part of the quantity as per specification in the order the Tender Inviting Officer shall give notice in writing to the supplier who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier might have deprived from the supply of article in full quantity of articles not having been purchased not shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involved any curtailment of the supply original contemplated.
18. The Earnest Money/ Security Deposit(s) paid by the Tender earlier against any tender(s) or supply order(s) is/are not adjustable with EMD or Security Deposit required by these conditions.
19. All bills should be in DUPLICATE and should invariably be mention the number and date of supply order.
20. Each bill in which GST is charged must contain the following certificates on the body of the bill. 'CERTIFIED' that the goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the amount charges on account of the S.T. on these goods is not more than what is payable under the provisions of relevant Act or the Rules made there under.
21. If possible the tenders will be opened in presence of Tenderer or their representative if any present in the office of the Tender Inviting Officer.
22. The right to accept or reject without assignment any reason any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

25. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected. However, if any firm desire to consider exempted from payment of Earnest Money Deposit certified copies of its Registration with DGS&D should be attached with their tender.
26. The Event Management Company/Agency whose tender is accepted fails to execute the work order within stipulated time the EMD of such tender will stand forfeited to the Govt. and for that the supply shall stand terminated with no further liabilities on either party to the contract.
27. No. Separate agreement will be required to be signed by the successful Event Management Company/Agency for the work of the contract for supply. Rates tendered/offered in response to the concerned tender/quotation notice shall be considered as acceptance of all legal purpose.
28. The tender Notice is also available on Website www.dnh.gov.in which can be viewed and the copy of the Tender can be collected from the Office of the undersigned and rate can be offered by interested agencies/supplier/manufacturere.

The above conditions are accepted and are binding to me and my assignee.

Signature of the Supplier

Date: 03/08/2018

Sd/-

Tender Inviting Officer,

NOTE: Please return the copy of the conditions duly signed along with your tender/quotation.