



Estate Dept./2017-18/312

Date: February 16, 2018

TENDER NOTICE

SNDT Women's University invites tenders for erection of Pandal 65 feet wide, 130 feet length and 16 feet height as per specification general water proof Pandal from convocation ground to administration building (in different sizes and locations as per need) and other related accessories at SNDT Women's University Churchgate Campus on the occasion of "67Th Convocation" on 07Th March 2018.

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|--|---|
| 1) Place of work | : Churchgate Campus |
| 2) Completion of work | : 07 Th March 2018 |
| 3) Cost of tender | : Rs. 200/- (Non-refundable) |
| 4) EMD | : Rs. 1500/- |
| 5) Tender Date | : 20 Th February 2018 |
| 6) Date of submission | : 28 Th February 2018 upto 17.00 pm. |
| 7) Tender opening date (Technical bid) | : 01 st March 2018 upto 11.00 am. |
| 8) Financial bid opening date | : Immediately after Technical bid opening |

The tenders are invited from reputed and legally qualified contractors who are engaged in Pandal services. The details of terms and condition are available on the website of www.sndt.ac.in which can be downloaded and submitted up to the prescribed time along with all the requirements to the undersigned. Contractor has to download tender from official website of SNDT Women's University www.sndt.ac.in 20Th February 2018 to 01st March 2018.

Sd/-

Dr. Meena Kute
Registrar (Addl. Charge)

Name of the work:

Tenders for erection of Pandal (65 feet wide, 130 feet length and 16 feet height as per specification) are invited on the occasion of 67th "Convocation" on 07th March 2018, at Churchgate campus.

Note: (Convocation date may change and will be convey to the successive bidder)

1. Tender has to be downloaded from the website of www.sndt.ac.in and be submitted along with Rs.200/- cost of tender in the form of DD in favour of **The Registrar, SNDT Women's University.**
2. Tenderer must write the tender subject clearly on the sealed envelope. Otherwise the Tender may not be accepted and deems to be rejected.
3. Tenders duly sealed should be dropped in the inward office of The Registrar in annex building first floor, SNDT Women's University on or before 28th February 2018 at 17.00 pm. Tenders received after 17.00 pm of 28th February 2018 will not be considered.
4. Tender must be submitted in prescribed form signed by the contractor on all the pages issued from the office containing the bill of quantities. The rate should be clearly filled both in figures and words.
5. Over writings and erasing are not permissible. Any cancellation or cutting should be signed by the contractors (authorized signatory).
6. Conditional tenders are liable to reject.
7. The tendered rate shall be for complete items of work and should include all royalty, tools and plants etc. railway freight, carriage of materials to site of work and all taxes etc.

8. Unit rates as shown in the bill of quantities should be carefully filled. Rates as given the contractors shall remain unchanged and not to be allowed to be modified when the tenders are opened.
9. **Power is reserved with University to reject any or all tenders or to split up or to distribute work in any manner among two or more contractors without assigning any reason. The contractors will have no option to refuse such splitting up.**
10. If the tenderer deliberately gives wrong information (or fills two or more tender with different names but from same operation) leading to the acceptance of his tender the University reserves the right to cancel the contract at any later stage without assigning any reason therefore.
11. By submitting a tender for the work a tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work that the rates quoted by him in the tender will be adequate to complete such work according to specification and conditions attached thereto and he has taken into account all condition and difficulties that may be encountered during its progress and to have quoted labour and materials rate which shall include cost of material with taxes and other duties laid, lift loading and unloading freight for materials and all other charges including equipment tools, scaffoldings and other facilities and services necessary for proper completion and maintenance of work except such as may be otherwise expressly provided in the contract documents for the completion of the work to the entire satisfaction on the site in charge contract documents for the completion work to the entire satisfaction of the site incharge.
12. Acceptance of the tender will be intimated to the successful tenderer through a letter of acceptance/work order. The contractor shall than be required to execute an agreement within the time specify in the letter of acceptance/work order. In the event of failure on the part of the contractor to sign the agreement within the specified time, the acceptance of his tender shall be considered as

withdrawn. The cost of stamp fee for the agreement is to be borne and paid by the contractors.

13. All disputes are subject to jurisdiction of SNTD Women's University.
14. The Registrar, SNTD Women's University reserves the right to reject or accept any tender.
15. The Registrar, SNTD Women's University will be sole arbitrator of all the dispute and his decision will be binding of both the parties.
16. The Registrar, SNTD Women's University reserves the right to alter/modify any or all conditions of this tender notice.
17. The tendered rates shall be valid up to 30 days from the date of opening tenders.

Dr. Meena Kute
Registrar (Addl . Charge)

PROFORMA FOR APPLICATION

1. Name of the firm (As registered) : _____

2. Address of the firm : _____

3. Phone Number : _____

4. Proprietor's name : _____

5. Address of Proprietor : _____

6. Proprietor's Phone No : _____

7. Details of the firm :
a. Date from which the firm is
Operating : _____

b. Turnover of the firm during
FY 2014-15 (Rs.) : _____

(Please attached documentary evidence) i.e. Income Tax Return copy / any other document)

c. Pan No : _____

d. Tin No/TAN No./Vat No. : _____

e. Service Tax Registration No. : _____

f. Details of Experience with documentary evidence:

Sr. No.	Name of officer/place where Services rendered	Contract, Phone no. & Address of such place where services were rendered	Period from and to of services rendered	Value of work executed
1				
2				
3				
4				
5				
6				

Imp: Please attach details of satisfactory work completed as for the above.

**Seal and signature of the
Proprietor/
Authorized Representative**

GENERAL TERMS AND CONDITIONS

1. Technical bid and financial bid will be received in two separate envelopes. Both the envelopes will then be put in to one big envelope and sealed properly super scribing, technical and financial bids for the pandal due on
2. The envelope containing technical bid should be super scribed "**Technical Bid**"
3. The envelope containing technical bid should be super scribed "**Technical Bid**". The rates must include packing forwarding and transit insurance charges etc. The same should be insured against theft, loss or breakage during transit by the tenderer. The responsibility in this respect will be of the tenderer and not of the University.
4. Payment shall be made within 25 days from the date of completion of work on the basis of actual work done.
5. Tender documents must be submitted consisting tender form (technical and/or financial), general terms and conditions, interactions to the tenders. Special conditions if any, schedule of quantities duly filled, completed and signed by the tenders.
6. Tenders should be addressed to **The Registrar, SNT Women's University** duly sealed properly.
7. Tenders will be received up to 28th February, 17.00 p.m. and technical bid and financial bid will be opened on 01st March 2018 at 11.00 a.m. as given earlier.
8. The tender should be submitted along with a D.D of Rs 1500/- as earnest money duly pledged in favor of **The Registrar, SNT Women's University**. Tender without proper earnest money shall not considered. No cheque shall be accepted. Earnest money deposited earlier, if any shall not be considered. The DD should be drawn from the account of tendering firm otherwise the same shall be rejected. DD issued in personal name shall not be accepted.

9. In terms of note 2(3) to rule 273 of GFR, bid security will be liable to be forfeited, if the tenderer withdraws or amends/impairs or derogates from the tender in any respect within the period of validity of his tender.
10. The tenderer will have to attach a certificate to the effect that the material to be supplied will be of the specification conforming to standard of the item specified in the attached schedule.
11. Work order should be completed within stipulated date/time from the date of issue of firm order failing which the University reserves the right to forfeit the earnest money and cancel the order.
12. The tenderer should quote clearly in figure and words the rate and amount tendered by him. The amount of each item should be worked out and requisite totals given including all charges to reach destination.
13. Trade/Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates, shall not be paid by the University under any circumstances. The firm has to bear all taxes,
14. A tenderer shall not submit more than one tender.
15. The tender so submitted shall be governed by the laws of India and be interpreted in accordance with such laws.
16. Any dispute arising in process of the tender, the matter shall be referred to the sole arbitrator who in such cases shall be the Registrar and whose verdict shall be binding on both the parties.
17. The tenderer may be called for technical discussions by the tender committee duly constituted or nominated by the competent Authority of the University at a short notice.
18. The acceptance of a tender will rest with the University which does not bind itself to accept the lowest tender and reserves itself the authority to reject or partially accept any or many of the tenders received without assigning any reason.

19. The tendering of lowest rate cannot be claimed as a right to be awarded the work / contact.
20. The University reserves the right to place order for the scheduled quantity and/or part thereof.
21. Tenders are likely to be rejected in case the same are not conforming to the laid down terms and conditions.
22. The duly sealed tenders may be dropped in the inward Office of the Registrar in Annex building 1st Floor Churchgate campus by due date and time. The tender may also be send/submitted through post/couriers. The tenders received after due date and time are liable for rejection. The University shall not be responsible for receipt of tenders after due date due to postal delays or any other reason whatsoever.
23. The validity of rates shall be 30 days from the date of opening of technical bid / offer.
24. For all items the financial bid shall be opened only for those firms whose technical bids recommended by the indenter/technical committee are found to be as per specifications, terms and conditions of the tender asked for.
25. The tenderer must insure that all the entries are made by one person, using same ink and without any cutting and over writing. If there is any cutting, it should be countersigned.
26. Quantities may decrease / increase. The payment shall be made on actual basis. However, tenderer must be ready to provide extra items also on demand for which extra payment shall be made by the University on the rate mutually agreed upon.
27. That in case the work of erecting shamianas etc. at site and supply of other materials at site is not done by the contractor even after four hours of the scheduled date and time alternative arrangement to procure them from other sources shall be made. Extra payment, if any, made by the University in procuring

these goods from other sources shall be debited to the account of the contractor or shall be recovered from the Contractor without prejudice to any other actions which may be taken against him for realization of loss and damages suffered by the University.

28. That in case the Contractor fails to supply the material, he shall be liable for payment of liquidated damages to the Institute as per decision of the Registrar besides forfeiture of his earnest money without prejudice to any other legal action which may be taken against him.
29. That the contractor will be fully responsible for his material supplied / hire to the University. The University is not responsible for any loss of material due to fire, theft, riots and other unforeseen hazards even after its erection. All the security precautions will be taken by contractor himself of the safety of his belongings.
30. Agencies interested may visit the campus to have first hand information, if they so desire.
31. Deficiency in not supplying full information shall result primarily into rejection of tenders.
32. The Contractor shall be responsible for
 - i) All injury due to any accident to persons, including to those engaged by him/her and those affected by the accident.
 - ii) For any damage arising due to negligence on the part of the Contractor or his employees to the furniture and fittings provided by University. Further maintenance in the form of day-to-day cleaning of the campus and other facilities provided would be carried out by the Contractor at their cost and;
 - iii) All the disputes shall be settled in the presence of Registrar. The Registrar as arbitrator will have the full rights to settle all the disputes and that shall be binding on both parties.
33. The person or persons whose tender is accepted (hereinafter called the contractor) along with earnest money where any security so deposited is not

payable to bearer, the contractor shall endorse of transfer it to the said Government in such a manner that the sum represented by it can be realized without the consent or assistance of the contractor. The contractor shall permit Government at the time of making any payment to him for work done under the contract to deduct 10% of all money so payable on account of security deposit until such deduction along with the sum already deposited as earnest money to be adjusted in the last deduction, bill amount.

34.

- i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender. In case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, the account will be settled at the same as per the rate provided here in such order mutually agreed upon clearly stating the extra items.
- ii) Payment shall be made within 25 days on completion of the work after due verification by the site in-charge as per tendered conditions.

35. **Parties participating in tender must have permanent Go-down in city itself so that various demands can be fulfilled at urgent basis.**

36. The University reserve the rights to cancel the tender without assigning any reason and also have right to divide the work into several contractors in the interest of work at good cost. Or contractor can be called for negotiation.

“It is certified that I agree to the terms and conditions & special conditions with specifications and design as specified above and bind myself to follow and comply with it. I have gone through all the conditions and understood the same.”

**Signature of the Proprietor/
Authorized Representative**

**SPECIAL CONDITIONS FOR ERECTION PANDAL & GENERAL PANDAL FOR
"67TH CONVOCATION"**

1. The Pandal is to be erected in the manner that gives the view of a good Auditorium and covered from Top with side except the entry / exist.
2. The pandal will be of an attractive look and good quality of work. The seating arrangement should be of such nature that the spectators will have clear vision of ongoing program on the screen.
3. Top of the roof should be completely decorated with white cloth with decorative border of 1'00''Ft at open area.
4. Fans are to be provided in sufficient quantity as per requirement and the direction of side in-charge as per site condition.
5. Contractor should have Electrician license for getting Temporary meter from BEST. Contractor will be responsible to obtain Temporary meter for the function.
6. Proper cleanliness inside the Pandal should be ensured from time to time.
7. The time is essence; therefore, the work must be completed by the evening of 06th March 2018. Contractor should appoint a supervisor for work and at a time if addition or alteration need to done should be co ordinate with site in Charge and rate of extra item will be finalized later as per current market rate or contractor should submit proper rate analysis to confirm rate.
8. **Certificate from Electrical Fire Safety Department to be submitted to the University for the Temporary Electrification done for above pandal.**

SPECIFICATIONS OF THE PANDAL

- **Size:** 130 feet long, 65 feet wide, height 16 feet.
- **Stall:** 12 Stall of size 8'X 10' open only at one side with 4 Tables and 4 Chairs in each stall covered with the white cloth.
- **Roof:** Covered with good quality and clean white cloth. Matching cloth also to be used as curtains of side wall of the pandal
- **Floor:** Level ground with a rough coir carpet and then covered with good carpet.
- **Carpet:** Red colored clean carpet as per instruction given by Site In Charge
- All the carpet, cloth, and border use for pandal work should be wash and clean before use.

BILL OF QUANTITY

SUBJECT: ERECTION OF PANDAL FOR 67TH CONVOCATION.

Sr. No.	Work to be done	Qty.	Unit	Rate	Amount
1	Pandal for ground (closed on top with white cloth size) and Support wound with white cloth from top up to ground level. 65'*130'	01	AU		
2	Compartment (stall) on ground (8' X 10') closed from 3 sides with two tables covered with white clothe and four Plastic chairs in each Compartment.	12	Nos.		
3	Chairs (polythene chairs)	1000	Nos.		
4	Fans on stand in Pandal	20	Nos.		
5	Florescent tube in Pandal	25	Nos.		
6	Red carpet 1mtr. Wide and 350' in length	1500	Sft.		
7	18' x8' Seating arrangement for photo session with blue or Maroon drop cloth (stair case type-3 steps)	01	AU		
8	White covering cloth from watchman cabin to road end view Cutter (above compound wall with proper supporting and covered with clean whit Cloth)	5000	Sft.		
9	3 Halogen lights of 1000valts	03	Nos.		
10	Steel Chairs with clean White Covers with bow.	105	Nos.		
11	Sofa (3 seater)	04	Nos.		
12	Synthetic Carpet (24'x40') on stage	01	Nos.		
13	Entrance decorative gate with good quality cloth (12'X 16') covering both the side of frame	02	Nos.		
14	Ornamental Waterfall with Pond & Birds or any other option to decorate the pandal area.	01	AU		
15	Flower Pot	40	Nos.		
16	Tables covered with white plastic for caterer	15	Nos.		
17	Wooden framing to the banner a) Size 16 x10 feet Main Backdrop(centre) b) Size 6 x 10 feet Backdrop (left& right) c) Size 12 x 3 feet Main Gate banner d) Size 8 x 3 feet Governing photo banner e) Size 4 x 2.5 feet Students photo banner	01 02 01 01 02	No. Nos. No. No. Nos.		
18	Temporary meter for convocation from BEST	01	AU		
	Total Amount				

Note :

1. Quantity may vary as per site condition and contractor is not liable for compensation in case of deduction or total item cancelled at the time of erection.
2. Contractor has to get the necessary permission required from the Government Agencies.

AGREEMENT

An agreement made on this _____ date of _____ between Registrar, **S.N.D.T. Women's University, Mumbai** (herein referred to as Employer) of the part and M/s. _____ (herein referred as the Contractor of the other part).

Whereas in response to call for tender for the _____ as per tender paper at _____ hereto contractor has submitted a tender as per Annexure 'A' hereto and whereas the said Tender of the contractor has been accepted the total estimated contract value of Rs. _____ as per copy of letter of acceptance of tender No. _____ dated _____ completed with enclosures at the accepted rates and agreed deviations from Tender papers as per annexure hereto. Now this agreement witness that consideration of premises and the payment to be made by the Employer to the contractor provided for herein below the contractor shall supply all equipments and materials executed and perform all works for which the said Tender of the contractor has been accepted strictly according to the various provisions in Tender papers hereto and upon such supply execution and perform to the satisfaction of the Employer, the employer shall pay to the contractor at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have hereunto set and subscribed their respective hands and / or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at _____ by Sri. _____ for and on behalf of M/s. _____ the contractor within named in the presence.

(Authorized Signatory)

Witness

1. Signature :

Name in Black Capitals: _____

Address: _____

2. Signature :

Name in Black Capitals: _____

Address: _____

Signed and delivered at

_____ by Dr. Meena Kute,
Registrar(Addl. Charge), S.N.D.T. Women's University, Mumbai in presence of :

Dr. Meena Kute
Registrar (Addl . Charge)

Witness

1. Signature :

Name in Black Capitals: _____

Address: _____

2. Signature :

Name in Black Capitals: _____

Address: _____

RELATIONSHIP CERTIFICATE

This is to certify that none of my relative is employee of S.N.D.T. Women's University, Mumbai.

Signature of Contractor

**Dr. Meena Kute
Registrar (Addl. Charge)**