



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

(Established under the Himachal Pradesh Act No. 16 of 2016)

**TENDER FOR SUPPLY AND RENTING OF TENTS, STAGE DECORATION
AND SITTING ARRANGEMENTS FOR 2ND CONVOCATION
ON 30TH MARCH 2025
AT HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

SUPPLY AND RENTING OF TENTS, OTHER ALLIED ITEMS, STAGE DECORATIONS AND SITTING ARRANGEMENTS FOR 2ND CONVOCATION CEREMONY

- 1) Bids in sealed cover are invited for supply install/commissioning of Tent service as per the specifications/conditions mentioned in the preceding paragraphs of the tender document at Himachal Pradesh National Law University Shimla. Please super scribe the above-mentioned Title, Ref. number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
- 2) The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
 - a) Bids/queries to be addressed to: The Registrar, HPNLU, Shimla.
 - b) Postal address for sending the Bids: Near 16 Mile, Ghandal, Shimla 171014
 - c) Telephone numbers of the contact Officer: 0177-2779803, 7876134894
 - d) E-mail ids of contact personnel/Mob No.:- registrar@hpnlu.ac.in, storesection@hpnlu.ac.in
- 3) This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
- 4) Total tent job including the water proof pandal along with stage decoration, sound system and other items as mentioned in the tender for the 2nd convocation ceremony of Himachal Pradesh National Law University, Shimla to be held on 30 March 2025 at university campus.

General Information to Bidders

- 1) **Last date and time for depositing the Bids.** The sealed Bids should reach this office by 1300 hrs on 03.03.2025. The responsibility to ensure this lies with the Bidder.
- 2) **Manner of depositing the Bids.** The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as "Technical Bid", and "Commercial Bid" as the bid may be. Sealed Bids then shall be put into third envelop for super scribed "Bids for Supply, Install/commissioning of Tent services for Convocation held on 30.03.2025" and should also bear the tender ref. no. HPNLU/Accounts/2024-25/Tender/19 dated 17.02.2025. The quotes are to be with your firm's name, address, and official seal and ink signed by an authorized representative of the Bidder. The same should be addressed to the, **The Registrar, Himachal Pradesh National Law University, Shimla** should be either be submitted by hand or may be send by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delays or non-delivery/ non- receipt of Bid documents.
- 3) **Time and Date for opening of Bids.** Technical Bids will be opened on 04.03.2025 at 1200 hrs. Commercial Bid opening will be intimated subsequently after approval of TEC. (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
- 4) **Pre-Bid Queries.** The representatives of the firms may visit the University or can contact the official as mentioned above for any queries. The queries will only be addressed up to 28.02.2025.
- 5) **Two-Bid System.** Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened whose technical Bids are found complete/ suitable after technical evaluation is done by the buyer.
- 6) **Technical Bid.** The technical evaluation will be done by checking the requisite documents as per **Appendix 'A'**. The specifications of the items are placed at '**Appendix B'**. The decision of Technical Evaluation Committee regarding the selection of items/models with any given specification will be final and no correspondence regarding the same will be entertained thereof. Commercial Bid of firm technically qualifying will only be considered for commercial bid opening.

- 7) **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than the dates specified above.
- 8) **Modification and Withdrawal of Bids.** A bidder may modify or withdraw its bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
- 9) **Clarification regarding contents of the Bids.** During evaluation and Comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post - bid clarification on the initiative of the bidder will be entertained.
- 10) **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post - tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
- 11) **Validity of Bids.** The Bids should remain valid till 180 days from the last date of submission of the Bids.

Evaluation Criteria & Price Bid issues of RFP

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- (b) In respect of Two-Bid system, the Technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the material/equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
- (c) The Lowest Bid will be decided upon the lowest price quoted by the Particular Bidder as per the Price Format given. The consideration of taxes and duties in evaluation process will be as follows:
- (i) In cases where only indigenous Bidders are competing, all taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.
- (d) The Lowest Acceptable Bid will be considered further for a Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award tender to L1 firm as a whole.

Sd/-
Registrar
HPNLU, Shimla

Schedule of Requirement of Technical Bid

Guidelines for Preparation of Technical Bid: The Technical Bid should contain following information and details so as to enable the board of officers assess the firms financially, technically and infrastructure/ resources wise to undertake the said job: -

- (a) Tender Cost Rs 1000/- in the form of DD in favour of "The Registrar, HPNLU, Shimla (Mandatory)
- (b) EMD of Rs. 15000/- (Rupees Fifteen thousand only) in the form of DD in favour of "The Registrar, HPNLU, Shimla. The MSME firms are exempted for deposit the EMD provided the MSME Reg. Certificate is provided with the bid. (Mandatory)
- (c) GST Registration Certificate (Mandatory)
- (d) Copy of Trade License(Mandatory).
- (e) PAN copy (Mandatory)
- (f) Income Tax returns of previous three financial year. (Mandatory).
- (g) Details of Average Gross Turnover of Rs 5 Lakhs last three financial years with of the firm as evident from the audit statement duly authenticated by Chartered Accountant. (Mandatory).
- (h) Experience certificate related to successful execution of any two programs in government / Private institution in Himachal Pradesh in the financial year 2021-22, 2022-23 and 2023-24 of Rs 1,00,000 or more (each). Further Experience of year 2024 also be considered for this event.

I hereby undertake that I have gone through the tender document and I accept all the clauses in the RFP.

Name of the Agency:- _____

Name of the Bidder:- _____

Signature & Stamp of Agency:- _____

SCOPE OF WORK

The specification of Tent service arrangement is as follows (Bidder should visit the site before quoting the rate):

SL NO	Description	Quantity
1	Pandal Waterproof With German Dome covered with Tarpulin having arrangement for 600 Audience along with 30-25 stage coverage	
2	2 Seater sofa	20 unit
3	Single seater Sofa	10 unit
4	Cushion chair with cover	600 unit
5	Ground/Floor Matting	
6	Lighting along with Jhummer decoration and with 15 Round Table with chairs for dinning .	
7	Decoration Artificial flower	
8	Stage for 30-35 people with new matting, complete Chunni decoration with natural flowers	
9	Matting of Reception area with Chunni decoration	
10	Gate with Chunni Decoration	
11	Road Side Chunni/ curtain Decoration with lighting	
12	Matting in outside area and chunni decoration	
13	LED Wall Screen (8x10)	2 unit
14	Sound System (Professional) with liner	

Technical Bid

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S.NO	Details to be Furnished by the Tender	Details provided by the Tenderer
1	Name and address of the contractor with phone no. and e-mail ID, if any.	
2	Registration number and date of registration of the company/ cooperative/ agency/ SHG/ Society, if any. (Certificate to this effect should be enclosed)	
3	Year of Establishment	
4	PAN Number(photocopy to be enclosed)	
5	GST Number (photocopy to be enclosed)	
6	Trade License (photocopy to be enclosed)	
7	Any other Information	

I hereby undertake that I have gone through the tender document and I accept all the clauses in the RFP.

Name of the Agency:- _____

Name of the Bidder:- _____

Signature & Stamp of Agency:- _____

Commercial/ Financial Bid (Appendix-C)

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S.NO	Description	Quantity	Basic cost per unit	Total amount including GST and other charges
1	Renting of Tents, other allied items, stage decoration and sitting arrangements for 2 nd convocation ceremony	As per the requirement mentioned in the technical specification (Scope of Work)		

I hereby undertake that I have gone through the tender document and I accept all the clauses in the RFP.

Name of the Agency: - _____

Name of the Bidder: - _____

Signature & Stamp of Agency: - _____