

भारत रत्न डा. बी. आर.
अम्बेडकर विश्वविद्यालय, दिल्ली



Bharat Ratna Dr B R
Ambedkar University, Delhi

No. AUD/1-18/2013-14/ 2ND Convocation/

December 02, 2013

To,

Sub.: Tender/Quotation Notice for Convocation Tenting, Flower and its associated work etc arrangements.

Sealed quotations are invited from experienced firms who have good experience of Convocation works. The quotation is required to be submitted in a sealed cover to the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110 006 duly superscribing “**Tender/ Quotation for Convocation 2014 Works**” on top of the cover.

Last Date of submission of tender / quotation: - 23-12-2013 at 12.00 PM

Date of Opening of tender / quotation: - 23-12-2013 at 12.30 PM

The quotation should reach the Office of the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006 on or before 12.00 pm on 23-12-2013. Tenderers should read the tender document carefully as enclosed and comply strictly while sending their tenders.

Assistant Registrar (Admin)

TERMS & CONDITIONS

1. Sufficient man-power should be available for proper erection of Auditorium etc. @ fitting of electrical equipments etc. Technical manpower shared also is provided to ensure safety of erected pandal.etc. And proper electrical connection so as to avoid any hazard due to the work entrusted with the contractor, all joints must be properly insulated so as to avoid short circuiting and fire. Firms having past experience of making arrangement for convocation for convocation / similar events shall be given preference.
2. The contractor will be responsible for transportation of all material related to his/ her and no extra payment will be made by the AUD on this account.
3. Contractor himself will be responsible for safety and security of his material and AUD will not be responsible for any damage / theft of material of the contractor.
4. For any emergent situation, the contractor will provide solution related to his work at no extra cost.
5. All material used should be very high quality. If the material used is not of good quality deductions will be made from the bill.
6. As the convocation is an important function of the university, timely completion of work and high quality material would be deciding factor in award of work. A Committee in this regard may inspect material to be used before award of work.
7. All works related to the convocation etc. should be complete by 09th January, 2014 so that any modification / alteration can be made in time. Convocation is scheduled on 11 January, 2014 in the morning.
8. Before quoting the rates, **the agency shall be advised to inspect the site and working conditions thereof.**
9. All works related to this tender should be completed to entire satisfaction of the AUD failing which the AUD will have right to cancel the tender and no payment will be made in that case.
10. All precautionary/safety measures should be adopted by the agency in erecting hangers, tents, fixing lights etc., the University shall not be responsible for any mishappening and loss caused due to agency's negligence..
11. If during the course of execution of work, the University premises/property is damaged by the contractors labour, the same shall be made good by the agency at his risk and cost.
12. **Earnest Money Deposit (EMD)** of Rs 9,000/- (Rupees Nine Thousand only) in the form of crossed demand draft/pay order drawn in favour of Ambedkar University, Delhi shall be enclosed with the quotation. The EMD of unsuccessful tenderer will be returned after completion of the tender process. Quotation received without EMD shall summarily be rejected.

- 13. Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to **5% (Five per cent)** of the total cost of the work order before commencement of convocation arrangement works in the form of Bank Guarantee/demand draft drawn in favour of Ambedkar University, Delhi payable at New Delhi. No interest shall accrue on this amount.
- 14.** The representatives of the firm should be available on telephone and also on mobile to enable this university to call them in emergency situation. Therefore, telephone as well as mobile number(s) may also be given.
- 15.** Each page of the quotation is to be **signed by the tenderers and duly stamped.**
- 16.** All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110 006; The venue of arbitration shall be NEW DELHI (INDIA).
- 17.** AUD reserves the right to reject any or all tender(s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
- 18.** The firm should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. should possess PAN, TIN (VAT)/Sales tax and service tax as applicable, copies of which may be enclosed.
- 19. Special discount/rebate admissible to Educational Institution/University may be specifically indicated in the quotation.**

Tender/ Quotation for Convocation 2014 Works

SN	Items Description	Total Amount (Including of All taxes)
1	Complete Tent Material Required for Auditorium, Robbing Area and refreshment Area, including tenting, Electrical, Flower decoration and sound system etc work for AUD Convocation 2013-2014.	

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: