


# उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल

कलियासोत बाँध, कोलार रोड़ रविशंकर नगर पोस्ट ऑफिस,  
पोस्ट बॉक्स नं. 588, भोपाल फोन नं. : 2492433, 2492460

## “निविदा सूचना”

उच्च शिक्षा उत्कृष्टता संस्थान भोपाल में वर्ष 2019-20 के लिए विभिन्न कार्यक्रमों में प्रयुक्त होने वाले टेन्ट, लाइट एवं साउण्ड सिस्टम इत्यादि की किराये की दर पर व्यवस्था हेतु उन टेन्ट हाउस साउण्ड सिस्टम के व्यवस्थापकों से जिनका रजिस्ट्रेशन टेन्ट, लाइट एवं साउण्ड सिस्टम की व्यवस्था हेतु मध्यप्रदेश शासन से हों, केवल उन्हीं से निविदाएं आमंत्रित की जाती है। टेन्ट, लाइट एवं साउण्ड सिस्टम से संबंधित सामग्रियों एवं उपकरणों की सूची एवं निविदा की शर्तें संबंधित फॉर्म रु. 300/- (शब्दों में - तीन सौ रूपये मात्र) जमा करके संस्थान कार्यालय से प्रातः 11:00 बजे से अपराह्न 02:00 बजे के बीच निविदा सूचना प्रकाशित होने के 14 दिवस के अंतर्गत प्राप्त कर सकते हैं। निविदा जमा करने की अंतिम तिथि भी निविदा सूचना प्रकाशित होने के 14 दिवस तक ही होगी। निविदा सूचना संस्थान की वेबसाइट [www.iehe.ac.in](http://www.iehe.ac.in) पर देख सकते हैं। यदि निविदा फार्म संस्थान के पोर्टल से अपलोड करके जमा करते हैं, तो शुल्क रु. 300/- (शब्दों में - तीन सौ रूपये मात्र) का ड्राफ्ट/बैंकर्स चैक, संचालक उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल के नाम बनवाकर जमा करना होगा, जिनका रजिस्ट्रेशन केवल टेन्ट सामग्रियों को व्यवस्था हेतु है, वे टेन्ट सामग्रियों की निविदा भरें। इसी प्रकार जिनका रजिस्ट्रेशन केवल साउण्ड सिस्टम की व्यवस्था हेतु है, वे केवल साउण्ड सिस्टम से संबंधित सामग्रियों की निविदा भर सकते हैं।

  
संचालक  
INS उच्च शिक्षा उत्कृष्टता संस्थान  
IN HIGHER EDUCATION  
BHOPAL 466016

**Form Serial Number:**

**Last Date of Submission: Within 14 days after publication of this tender  
notice in News Paper at 05:00 P.M.**

## **TENDER – FORM**

(For the supply of tent/ chair/ light, mick/ sound system etc. )

PRICE: Rs 300/- each

**DIRECTOR**  
Institute for Excellence in Higher Education  
Bhopal

## TENDER DOCUMENT

Contract documents consisting of tender notice, tender form, tender conditions, specifications and technical particulars *etc.*

Tender No: Tent house items 2019-20

For supply of Tent/ chairs/ Light, Mick / Sound system etc.

Received Rs. ....(.....only) vide Cash / Bank

Draft No ..... dated..... issued

M/s.....

.....

DIRECTOR  
Institute for Excellence in Higher Education  
Bhopal

**TENDER FOR SUPPLY OF TENT HOUSE ITEMS**

We, M/s .....  
hereby tender for the supply to the Director, Institute for Excellence in Higher Education, Bhopal,  
conforming to the detailed specification mentioned in Appendix – II of this tender form.

We undertake to supply of Tent house items/ sound system etc. as we may be called upon to supply under the conditions hereto enclosed as Appendix-I, during the allotment period from the date of execution of the agreement on the rates specified in the agreement, within the specified delivery period.

Should this tender be accepted, we hereby agree to abide by and fulfill all the terms of this tender and all of the conditions of contract annexed hereto or in default thereof to forfeit the Earnest Money Deposited.

The sum of Rs. .... Rupees ..... only) in the form of demand draft (Bank Draft No..... dated.....bank .....) herewith forwarded as earnest money which shall be retained by the Director, INSTITUTE FOR EXCELLENCE IN HIGHER EDUCATION, Bhopal. On account of the security deposit which is specified in clause IV of the said conditions of contract should this tender be accepted.

(SIGNATURE OF THE TENDERER WITH SEAL)

Dated:.....

Witness:.....

Address:.....

## Appendix – I

### (I) GENERAL CONDITIONS

1. Sealed tenders are invited on behalf of Institute for Excellence in Higher Education Bhopal, for the **supply of Tent house items/ light, sound system etc.** in the prescribed form within 14 days after publication of this tender notice in news papers and will be opened the same day at 05:00 pm in the presence of tenderers who choose to be present.
2. Tender documents can be obtained on payment of **Rs 300/- (non refundable)**.
3. It is obligatory for the tenderer to purchase the tender documents and specifications otherwise offers from then will not be opened.
4. the tender form will be available with the Director, Institute for Excellence in Higher Education, Bhopal from 11:00 am to 02:00 pm.
5. Tender received after the due date and time, as stated above, will not be considered.
6. The Institute will not be responsible for delay on any account in receipt of tender documents. If the tenders are received after the specific date and time, even if the delay in receipt was caused in postal transit or any other reason, whatsoever, the same shall not be considered and the tender shall be returned unopened.
7. The last date of receipt of tenders is within days of date of publication in news paper **on 5:00 pm** In case, however, holiday is declared on that day, the tender will be received up to 05:00 pm of the next working day. Tender received after the due date and time will not be entertained.
8. The tenders will be received in the office of the **Director, Institute for Excellence in Higher Education (IEHE), Bhopal** within 14 days of date of publication in news paper at 05:00 pm and the tender will be opened at same day at 05:00 pm in the presence of the tenderer or their authorized representatives who may remain present on this occasion. At the time of opening of the tenders and in the event tenderer withdrawing the tender before the aforesaid date for any reason whatsoever, earnest money deposited with the tender shall be forfeited.
9. TELEGRAPHIC TENDERS WILL NOT BE ACCEPTED.

(SIGNATURE OF THE TENDERER WITH SEAL)

## (II) SUBMISSION OF TENDER

1. Not more than one tender will be accepted from any tenderer.
2. No tender documents will be accepted without deposit of Earnest Money even from the party holding SSI Unit certificate or any other exemption.
3. Tender documents should be accompanied by latest Income Tax clearance certificate of an undertaking in form 'U'
4. The tender should be in the prescribed tender form mentioned above. The offere should give complete specifications and /type of the material offered separately and encloses the same with tender form wherever applicable. Tender must be sent properly sealed and addressed to the DIRECTOR, INSTITUTE FOR EXCELLENCE IN HIGHER EDUCATION, BHOPAL, either by registered post well in advance of last date on of before the due date and time. The Institute will not be responsible for postal delay.
5. On the envelop containing tender document it should be clearly written "*Tender for tent house items sound system, light etc*" and on attached envelop which contains the Earnest Money should also be written, "Earnest Money for Supply of Tent house light, Sound system etc."
6. The submission of tender by any tenderer implies that they have read the terms and conditions and have made themselves fully aware of the scope & specifications of the software to be supplied. As such subsequent requests for any addition or omission in the original tender the time of opening of the tender will not be entertained.
7. Individual signing the tender and/or any related documents attached attached valid acceptable proof of his authority to sign on behalf of the tenderer.

## (III) ACCEPTANCE OF TENDERS

1. The Institute reserves the right to accept/reject the tender for the whole supply or a part of it. The accepting authority does not bind him self to accept the lowest or any tender and may reject any or all tender (s) without assigning any reason thereof.
2. If any act of a tendering unit brings this Institute to any dispute, the Institute shall be competent to debar/black list the unit from further business with the Institute.
3. Details of requirement of are given in the Appendix-II. The material should confirm to the stipulated make & specifications as per the details enclosed.
4. The number of articles can be increased or decreased during validity of tender and tenderer cannot claim any compensation on this account. Moreover, the Institute reserves the right to drop total requirement without assigning any reason thereof.
5. Conditional tenders other than the terms and conditions of the tender document will not be accepted.

(SIGNATURE OF THE TENDERER WITH SEAL)

#### (IV) EARNEST MONEY

1. The tender should be accompanied with Earnest Money of Rs 5000/- in a separate envelope as specified in the notice inviting tender. Amount of earnest money shall only be accepted by way of crossed bank draft (schedule banks) prepared in favour of the Director, Institute for Excellence in Higher Education, Bhopal. If the Earnest Money is not accompanied with the tender in accordance with the amount as prescribed, the tender will be returned unopened to the tenderer.
2. The Earnest Money deposited by the tenderer will be refunded after successful execution of the order. The EMD will also be refunded to the tenderers whose tenders are not considered. No interest shall be paid on the Earnest Money deposited with the Institute.
3. The tenderer is free to quote for one or more items as described within the same Earnest Money deposit as prescribed.

#### (V) SECURITY DEPOSIT

1. The Institute will keep the Earnest Money deposit of the successful tender as security deposit for successful execution of the orders until the expiry of the contract.

#### (VII) RATES/ RENT

1. The rent offered by the tenderer should be firm and free from all escalations. The rates will be valid For one years from the date of finalizations of tender.
2. The tenderers are required to quote their final rate, all taxes, levies, transportations complete. It the rates, taxes, excise duty.

#### (VIII) PAYMENT

1. Payment Shall be made duly after Successful Completion of the

(SIGNATURE OF THE TENDERER WITH SEAL)

Appendix – II

PARTICULARS OF THE FIRM																						
1. Name :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
2. Address (Shop) :	<table border="1" style="width: 100%; height: 30px;"><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>																					
3. (i) Telephone Number :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
(ii) Fax Number :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
(iii) E-mail Address (if any) :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
4. MPST / CST Registration Number :	<table border="1" style="width: 100%; height: 40px;"><tr><td></td></tr></table>																					
5. Year of the establishment :	<table border="1" style="width: 100%; height: 30px;"><tr><td></td></tr></table>																					
6. For N.E.F.T. (National electronic fund Transfer) :	<table border="1" style="width: 100%; height: 25px;"><tr><td></td></tr></table>																					
7. Name of Bank :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
8. Name of Branch :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
9. Account No. :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
10. IFCS Code No. :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
11. PAN No. :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
12. TAN/ TIN No. :	<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>																					
	<table border="1" style="width: 100%; height: 30px;"><tr><td></td></tr></table>																					

(SIGNATURE OF THE TENDERER WITH SEAL)



PARTICULARS OF THE ITEMS TO BE RENT& RATES QUOTED			
S. NO.	Name of Items	Each/ Per day	Rate Quoted
1.	Green Carpet	Per Sqr. feet	
2.	Takhat (Stage) (3x6)	Per No.	
3.	Table Frill	Per No.	
4.	Sofa Set (Full Size with cover)	Per No.	
5.	Table Cover	Per No.	
6.	Fibre Chair (with Cover) (without Cover)	Per No.	
7.	Stage Seedi	Per No.	
8.	V.I.P. Chairs With cover	Per No.	
9.	Back Droup (15x30)	Per No.	
10.	Pipe Pandal	Per Sqr. feet	
11.	White Bed Sheet	Per No.	
12.	Centre Table (Big Size)	Per No.	
13.	Ceiling	Per Sqr. feet	
14.	Table With cover	Per No.	
15.	Kanad (15x7)	Per No.	
16.	Drum Full size	Per No.	
17.	Pipe Cover	Per No.	
18.	Water Tank Steel	Per No.	

(SIGNATURE OF THE TENDERER WITH SEAL)

PARTICULARS OF THE ITEMS TO BE RENT& RATES QUOTED			
S. NO.	Name of Items	Each/ Per day	Rate Quoted
19.	Wall Runing fit	Per No.	
20.	Curtain (15x10)	Per No.	
21.	Parlight (Big size)	Per No.	
22.	Dimmer (Big size)	Per No.	
23.	Follow light (Big size)	Per No.	
24.	Channel Dimmer (Big size)	Per No.	
25.	Large Flicker (Big size)	Per No.	
26.	Mixer Light (Big size)	Per No.	
27.	Metal Light (Big size)	Per No.	
28.	Halogen Lamp (Big size)	Per No.	
29.	Pedestal Air Circulator (Big size)	Per No.	
30.	Air Cooler with Stand (Big size)	Per No.	
31.	Ceiling Fan (Big size)	Per No.	
32.	Mercury Light (Big size)	Per No.	
33.	Tube Light (Big size)	Per No.	
34.	C.F.L. A. 65 W.	Per No.	
	B. 85W.	Per No.	
35.	Moving Head (Big size)	Per No.	
36.	Samai (Big size)	Per No.	
37.	Podium ( Big size)	Per No.	
38.	Mixer (Big size)	Per No.	

(SIGNATURE OF THE TENDERER WITH SEAL)

PARTICULARS OF THE ITEMS TO BE RENT& RATES QUOTED			
S. NO.	Name of Items	Each/ Per day	Rate Quoted
39.	Generator With diesel 85KV	Per No.	
40.	Generator with Diesel 50 KV	Per No.	
41.	Generator with Diesel 10 KV	Per No.	
42.	Flax with Iron Framing	Per Sqr. feet	
43.	Daree ( 8x10)	Per No.	
44.	Stall (15x7.5)	Per No.	
45.	Fountain ( Big size)	Per No.	
46.	Speaker Box 250 W 100 W 500 W	Per No.	
47	Mice Stand	Per No.	
48	Mice Oney	Per No.	
49	Cordless Mice	Per No.	
50	Collar Mice	Per No.	
51	D.J. Mixer (Big Size)	Per No.	
52	Sound Player (Big Size)	Per No.	
53	Amplifier 1000W 2000W 3000W	Per No.	
54	Electrical Board	Per No.	
55	Welcome gate	Per No.	
56	Water cooler fan	Per No.	
57	Battery	Per No.	
58	Barte	Per No.	
59	Operator Charges	Per No.	
60			
61			
62			
63			
64			

(SIGNATURE OF THE TENDERER WITH SEAL)

- नोट:—
1. उपर्युक्त वर्णित सूची में ही दर्शाये गये सामग्रियों का दर लिखिए ।
  2. प्रत्येक पृष्ठ पर सील लगायें ।
  3. टेन्ट, लाईट एवं साउण्ड सिस्टम कारोबारियों से जिनका रजिस्ट्रेशन स्थानीय टेन्ट, लाईट एवं साउण्ड सिस्टम सामग्रियों की प्रतिदिन के हिसाब से किराये से दरें देने हेतु हो केवल उन्हीं की निविदाओं स्वीकार की जावेगी ।
  4. टेन्ट, लाईट एवं साउण्ड सिस्टम से सम्बंधित अन्य आवश्यक सामग्रियों का विवरण जो एक अच्छे कार्यक्रम के लिए आवश्यक हों कि निविदा अलग से प्रस्तुत कर सकते हैं यदि तीन निविदाओं में इसका विवरण पाया जाएगा, तो इस प्रर विचार किया जा सकता है ।
  5. इस निविदा की वैधता दिनांक 30.06.2020 तक होगी ।

**(SIGNATURE OF THE TENDERER WITH SEAL)**

CHECK LIST OF ENCLOSURES FOR SUBMISSION OF TENDER DOCUMENT:

S. No.	DESCRIPTION	WHETHER ENCLOSED WHILE SUBMISSION
(1)	Original Tender Documents duly signed on each and every page	YES / NO
(2)	Demand Draft of Rs 5,000 as Earnest Money Deposit	YES / NO
(3)	Rates mentioned only in the prescribed format	YES / NO
(4)	Latest Sales Tax / Commercial Tax Clearance Certificate	YES / NO
(5)	Latest Income Tax Clearance Certificate	YES / NO
(6)	<p>Acceptance of all terms and conditions mentioned in the tender document (if 'NO' please specify the title name of which you have not agreed the terms &amp; conditions (for example – Payment terms)</p> <p>1 .....</p> <p>2 .....</p> <p>3 .....</p> <p>4 .....</p> <p>5 .....</p>	YES / NO

(SIGNATURE OF THE TENDERER WITH SEAL)

