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NOTICE INVITING TENDER

E-TENDER FOR RATE CONTRACT FOR TENT ITEMS, LIGHTS & SOUND SERVICES (ON HIRING BASIS) AT VARIOUS LOCATIONS ACROSS DELHI UNDER DIRECTORATE OF EDUCATION, GNCT OF DELHI.

DIRECTORATE OF EDUCATION, GNCT OF DELHI
(CARETAKING BRANCH)
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1. INTRODUCTION

The Directorate of Education, GNCT of Delhi through Caretaking Branch organizes various types of events/ seminars/ functions/cultural and motivational programs etc time to time in its Schools/Field offices/Sport Complex to demonstrate the new initiative of Directorate of Education, to improve the standard of educational activities and achievement of all stakeholders to promote the quality education amongst the students.

In order to facilitate the generic and ambient arrangements for said events, services related to Tent Items, Lights & Sound etc. are required collectively at one time for its successful performance. Accordingly, the Directorate of Education, GNCTD intends to invite bids for the proposed services through e-tender.

The contract will be awarded for a period of One (01) year initially and further extendable for another one (01) year (subject to satisfactory performance) on mutual consent on same rates and terms & conditions.

Estimated Cost of the Contract is Rs. 2, 00, 00, 000/- approximately. Bid shall remain valid for 180 days from the last date of submission of bid.

LAST DATE OF SUBMISSION OF BID (ONLINE) - 04/07/2023(till 12:00 noon)

2. DISCLAIMER

This Bid is being issued on behalf of the Administrator, GNCT of Delhi for selection of a service provider to provide Comprehensive Services of “Hiring of Tent, Light & Sound Items” for arrangement of function/ event/ seminar/ conference/workshop etc to be organized by Directorate of Education, GNCT of Delhi at different locations i.e. Govt. School, Field Offices, Sports Complex etc.

The information contained in this Bid provided to prospective Bidders, whether verbally or in documentary or any other form by or on behalf of Directorate of Education (hereinafter referred to as the “DoE”), or any of its employees, is provided to prospective Bidders on the general terms and conditions set out in this Bid and such other terms and conditions subject to which such information is provided.

This Bid is not an agreement and is neither an offer nor invitation by the DoE to the prospective Bidders or any other person. The purpose of this Bid is to provide interested service providers with the information that may be useful to them in the formulation of their Proposals pursuant to this Bid. This Bid includes statements, which reflect various assumptions and assessments arrived at by the DoE in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each prospective Bidder may require. This Bid may not be appropriate for all firms, and it is not possible for the DoE, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this Bid. The assumptions, assessments, statements and information contained in this Bid, may not be complete, accurate, adequate or correct. Each prospective Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid and obtain independent advice from appropriate sources.

Information provided in this Bid to the prospective Bidders is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The DoE accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The DoE makes no representation or warranty and shall have no liability to any person including any prospective Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid or arising in any way in this Selection Process.

The DoE also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any prospective Bidder upon the statements contained in this Bid.

The DoE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Bid.

This bid does not imply that the DoE is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for providing services and the DoE reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The prospective Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the DoE or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the prospective Bidder and the DoE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an prospective Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

3. GENERAL INSTRUCTION

The present Bid is being invited under which the bidder shall provide Services for “Hiring of Tent, Light & Sound Items for arrangement of function/event/seminar/conference/workshop” under **“Two Packet Bid Systems** (i.e. Technical Bid & Financial Bid). Bidder(s) are advised to study the Bid Document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications.

4. IMPORTANT DETAILS AND TIMELINE/SCHEDULE OF BID

1	Name of the Bid	E-TENDER FOR RATE CONTRACT FOR “TENT ITEMS, LIGHT & SOUND SERVICE (ON HIRING BASIS)” FOR ARRANGEMENT OF FUNCTION/ EVENT/ SEMINAR/ CONFERENCE/WORKSHOP” AT VARIOUS LOCATIONS ACROSS DELHI UNDER DIRECTORATE OF EDUCATION, GNCT OF DELHI.
2	Estimated Cost of Project	Rs. 2,00,00,000/- approx.
3	Method of selection	Cost Based Selection / Lowest Bid
4	Earnest Money Deposit	2% of Estimated Cost.
5	Bid Validity Period	180 days from the last date of submission of bid.
6	Consortium/Joint Venture	Not Allowed
7	Bid Language	English
8	Bid Currency	INR (Rs.)
9	Pre-Bid Meeting	Date & Time-14.06.2023. (03:00 pm) Venue- Conference Hall, Directorate of Education, Old Secretariat, New Delhi-54.
10	Last Date of issuance of Clarification/Corrigendum (if any)	16.06.2023 (till 06:00pm)
11	Performance Guarantee	5% of Estimated Cost of Project.
12	Bid start Date & Time	16.06.2023 (06:00 pm onwards)
13	Last Date of Physical submission of EMD	03.07.2023 (till 02:00pm)
14	Last Date of Submission of Bid	04.07.2023 (till 12:00 Noon)
15	Opening of Technical Bid	04.07.2023 (on 03:00pm)
16	Opening of Financial Bid	To be communicated later

Bidders are advised to read the tender documents carefully. Bid response prepared in accordance with the procedures enumerated in the bid documents should be submitted online to the Directorate of Education, GNCTD, not later than the date and time laid down in the bid documents.

The Tender documents along with detailed terms & condition is available on the e-procurement website of NIC <http://govtprocurement.delhi.gov.in>.

The Bidder should submit the tender in the following two bids:

- A. **Technical Bid:** It should contain the documents mentioned under the Clause -7 (7) of Tender document.
- B. **Financial Bid:** It should have only rates quoted by the Bidder per unit in the prescribed format only.

5. ELIGIBILITY CRITERIA

- (i) The bidder should be a Sole Proprietorship firm OR Company registered under Indian Companies Act, 1956 / Company Act, 2013 or a Partnership Firm registered under Indian Partnership Act, 1932 or Limited Liability Partnership Firm under Limited Liability Partnership Firm Act 2008 & should have been in existence in India for the last 05 years ending with 31.03.2023.
- (ii) Bidding in the form of Joint Venture/Consortium is not permitted.
- (iii) The bidding firm/company should have fully functional office in Delhi /NCR.
- (iv) The bidder must have three years experience (ending month of March-2023) of providing similar type of services to Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies. Services rendered with list of such Central/State/ PSUs/ Nationalized Banks with duration of service shall be furnished.
- (v) The bidder must have successfully executed/completed similar Services (“Similar Services” means Services either related to Tentage Items Or Tentage Items along with Light/Sound”) over the last three financial years (ending with March 2023):-
 - a. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 - b. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 - c. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
- (vi) The average annual turnover in last three (03) F.Ys ending with 31st March 2022 should be equal & above to Rs. 60 Lakh i.e. 30% of the Annual Estimated Cost of the Contract.
- (vii) The bidding firm should have a team of experienced professional on their rolls.
- (viii) The bidding firm should have registered with Income Tax.
- (ix) The bidding firm should have valid GST Registration.
- (x) The Bidder should not be banned or suspended or black listed by any Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies or declared bankrupt or insolvent or debarred under Rule 151 of GFR-2017
- (xi) The Bidder should have valid ISO Certificates relevant to the specific services required in this bid.
- (xii) Net Worth of the bidder should be positive as per the last audited financial statement.
- (xiii) The bidder should have all statutory licenses & permission as mandatorily required providing such proposed services.

6. SCOPE OF WORK

The brief scope of work is as follows:

- (a) To create ambiance in the various functions/events etc organized by Directorate of Education, GNCT of Delhi.
- (b) Preparation, Development & Execution for setting up pavilions/stall/counters/stage on behalf of Directorate of Education, GNCTD for various functions, events, workshops, seminars, conferences.
- (c) Overall Management of the entire venue i.e. Stage, Light, Sound, Audio – Video Relay, VIP Lounge, Guest Seating, Media Stage (with requisite support equipment) Public Seating, Barricading, Public Lighting, Refreshments Stalls, Waste Management, Security, etc.
- (d) Flower Decoration of Stage and Colorful Decoration across the venue.
- (e) The agency will control and manage the manpower/technical manpower support required to discharge various works like Transportation & Installation of tent, Pre & Post event sanitation & housekeeping, Garbage Lifting and disposal, Security services (CCTV, Walki-Talki and other allied equipments), dismantling etc.
- (f) Adequate manpower for all the areas as advised by the Directorate of Education (Authorized Person) to be deployed and kept as back-up.
- (g) Complete Solution to the various aspects of the event such as obtaining various statutory permissions/approvals from various Govt. Departments, etc on behalf of Directorate of Education, GNCT of Delhi. Payment on account of any statutory permission/approval will be reimbursed to the agency concerned.
- (h) The agency shall use all items neat and clean only and furnish all above key aspects including adherence to quality service and timely execution.

7. SPECIAL TERMS & CONDITION

Special Terms & Conditions are detailed as under:-

(1). OBLIGATION TO CONTRACTOR

- (i) The "Bidder" shall mean the one who has signed the Proposals. The Bidder may be either the Constituted attorney of the company/firm/organization Or the Principal Officer Or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be furnished and signed by the Bidder. It is further clarified that the individual signing the Proposal or other documents in connection with the Proposal must certify whether he/she signs as:
 - a) Constituted attorney of the company/firm/organization,
OR
 - b) The Principal Officer or his duly Authorized Representative of the company, in which case he/she shall submit a certificate of authority on behalf of the company
- (ii) The Bidder shall sign its Proposals with the exact name of the Company to whom the contract is to be issued. The Proposals shall be duly signed and sealed by an executive officer of the Bidder's organization. Each Proposal shall be signed by a duly authorized officer executed under seal. The Bidder shall clearly indicate their legal constitution and the person signing the Proposals shall state his capacity and also source of his ability to bind the Bidder.
- (iii) The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Proposal. DoE may out rightly reject any Proposal not supported by adequate proof of the signatory's authority.
- (iv) Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the bid price will not include any such amount. If the Education Department subsequently finds to the contrary, the Department reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- (v) Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

- (vi) A Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Department shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder's proposal (the "Damages"), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Concession Agreement or otherwise.
- (vii) The implementing agency will not be allowed to outsource or assign any activities of their project to any other agency.
- (viii) It shall be deemed that by submitting the proposal, the Bidder has: -
 - a) made a complete and careful examination of the Bid;
 - b) received all relevant information/Description of Service, requested from the Directorate of Education;
 - c) accepted the risk of inadequacy, error or mistake in the information provided in the Bid or furnished by or on behalf of the Department relating to any of the matters relevant to the Project;
 - d) Satisfied itself about all matters, things and information including necessary and required documents for submitting an informed Bid, execution of the Project in accordance with the Bid and performance of all of its obligations there under;
 - e) Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bid or ignorance of any of the matters referred in bid hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc.
 - f) Acknowledged that it not have a Conflict of Interest; and
 - g) Agreed to be bound by the undertakings provided by it under and in terms hereof.
 - h) Noted that this proposal is invited on single responsibility basis, so the bidder is supposed to quote the rates considering all aspects, e.g. inclusive of all charges, octroi, freight, transportation, dismantling cost etc, while submitting his proposal.
 - i) The Department shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Bid Document or the Bidding Process, including any error or mistake therein or in any information or data given by the Department.

- (ix) The Directorate of Education reserves the right for monitoring of work in terms of acceptability, utility & quality and make changes/corrections, if any.
- (x) The Directorate of Education reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from any other client whether disclosed in the technical proposal or not. If any such report from the client is found to be unsatisfactory, the contract will liable to be rejected. Any other obligation, if required so.
- (xi) The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall keep the contract fully indemnified against liability of tax, interest, penalty etc. of the contract in respect thereof, which may arise.

(2) EARNEST MONEY DEPOSIT/BID SECURITY

- (i) The bidder shall deposit Earnest money (Earnest Money Deposit)/Bid Security of an amount of **Rs. 4,00,000/-** (i.e. 2% of Estimated Cost) in the form of Bank Guarantee /FDR issued from any Indian nationalized/scheduled bank in favour of “ **Director, Directorate of Education, GNCT of Delhi**”, The Earnest money will remain valid for a period of **225 days** beyond the last date of submission of Bid. Exemption to Earnest Money Deposit will be allowed as per GFR-2017.
- (ii) Besides uploading the scan copy of EMD / Valid Document for EMD Exemption along with technical bid, the EMD (Original Hardcopy)/ Valid EMD Exemption Document has to be submitted physically (in sealed envelope scribing Tender Details) within the stipulated time period as mentioned in Timeline/Schedule of Bid in the Office of Dy. Director of Education (CTB), Directorate of Education, Old Secretariat, Delhi- 110054.
- (iii) If the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Guarantee within 15 days of the placement of the work order, the Bid security / Earnest Money Deposit will be forfeited and the awarded work will be cancelled.
- (iv) EMD of the bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of the validity of its bid.
- (v) No interest is payable on EMD amount.

(3) LANGUAGE OF TENDER AND COST OF PROPOSAL

- (i) The Tender prepared by the bidder as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English, the notarized translated English version of the documents should also be enclosed. Tender received without such translation copy will be rejected.
- (ii) Each Bidder can submit one bid only. More than one bid shall be summarily rejected. The bidder shall bear all costs associated with the preparation and submission of his proposal and the Department will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

(4) PRE-BID MEETING & AMENDMENT OF THE TENDER DOCUMENT

All prospective bidders are requested to attend the Pre-bid meeting as per venue, date and time indicated in the Schedule/Timeline of Bid above. Maximum two representatives of a firm will be allowed to participate in Pre-Bid meeting. The Directorate of Education, whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent or a representative of prospective bidder, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender. Any such addendum or corrigendum will be uploaded on portal and the same will be binding on all Applicants or Respondents or Bidders, as the case may be. Further, the Director (Education) reserves the right to change /modify any clause/terms of tender even during currency of contract by issuing an order and the bidder would be bound to comply with the modification, if any.

(5) AUTHORIZATION OF THE BIDDER

The Tender should be signed by the person who is authorized for the same by the bidder or by the person who is duly authorized for the same by the bidder.

(6) SUBMISSION OF TENDER

Bids should be submitted **ONLINE** in two parts- Technical Bid and Financial Bid/Price Bid.

Technical Bid: It should contain the documents mentioned under the **Clause -7(7)** of Tender document.

Financial Bid: It should have only rates quoted by the Bidder per unit in the prescribed format only.

Bidders should ensure submission of all documents along with & as per Check list given in **Annexure-X**. Bidder should apply on-line well before the last date & time. The Directorate will not entertain any bid delayed due to any reason.

(7) DOCUMENTS TO BE UPLOADED ALONG WITH TECHNICAL BID

Technical Proposal must contain the legible copies of supporting documents as mentioned below.

- (i) Check List (**Annexure-X**)
- (ii) Scan Copy of Earnest Money Deposit/ Valid Document for EMD Exemption
- (iii) Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms.
- (iv) GST Registration Certificate.
- (v) GST Return for the F.Y 2021-22
- (vi) PAN Card
- (vii) Income Tax Return for the F.Y 2021-22.
- (viii) Summary [duly certified by the Chartered Accountant having valid Unique Document Identification Number (**UDIN**)] of detail regarding Financial Year wise Average Annual Turnover (in preceding 03 Financial Years ending with 31st March 2022) in **Annexure-‘A’** along with supporting document- Balance Sheet and Profit & Loss Account (duly certified by the Chartered Accountant) for preceding three financial years i.e., 2019-20, 2020-21& 2021-22 showing annual turnover.
- (ix) An undertaking on Rs. 100/- on non-judicial stamp paper stating that Bidder is not banned or suspended or black listed by any Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies or declared bankrupt or insolvent or debarred under Rule 151 of GFR-2017 **Annexure-‘B’**.
- (x) Compliance to requirement of Bid Document & Conflict of Interest- **Annexure-‘C’**.
- (xi) Details of Past Experience for providing Tent items Or Tent items with Light /Sound (on Hiring Basis) in last 03 F.Ys (ended with 31.03.2023) – **Annexure-‘D’** along with supporting document for proof (i.e. Work Order/ Execution Certificate/ Satisfactorily Completion Certificate)
- (xii) Authorization letter/document from management in favour of Authorized signatory.
- (xiii) Proof regarding existence of firm/agency since last 05 years ending on 31.03.2023.
- (xiv) Undertaking with regard to Positive Net Worth in last Audited Financial Statement.
- (xv) Complete details (Bio-data) of the bidding firm (**Annexure-E**)
- (xvi) Valid ISO Certificates relevant to the specific services required in this bid.
- (xvii) Proof for office location in Delhi NCR.

(8) OPENING OF TENDER AND EVALUATION OF TECHNICAL BIDS

- (i) The Technical Bids will be opened and downloaded from e-procurement portal as per schedule/timeline or on subsequent working day as per convenience of the Directorate.
- (ii) The technical bid shall be evaluated by the duly constituted Technical Evaluation Committee (TEC)/Purchase Committee. The decision of the Director (Education) to declare any of the bidders qualified/disqualified in the bidding, on the basis of the advice of the TEC/Purchase Committee, shall be final and binding. The intimation of decision of the Director (Education) shall be conveyed to the bidders.
- (iii) Decision of the Director (Education) in this regard shall be final and binding on all the participating bidders. No correspondence to this effect shall be entertained.

(9) RIGHT OF THE DEPARTMENT TO REJECT ANY TENDER

The Director of Education, GNCT of Delhi reserves the right to cancel/reject the tender at any stage- Technical/Financial. Further, the Director of Education, GNCT of Delhi does not bind himself/herself to accept the lowest or any other bid and reserves the right to reject any or all the bids received without assigning any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected. The Director of Education, Government of National Capital Territory of Delhi reserves to himself/herself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted and as accepted by the Director (Education).

(10) FINANCIAL BID/PRICE BID & ITS EVALUATION

The bidder shall furnish the financial bid (called Financial Proposal).

- (i) The bidder has to quote their rates in BOQ. The denomination of rate quoted by the bidder should be – Rate in INR (Rupees) Per Day for Hiring of Per Unit/Per Set/Per Job/Per Sqft as mentioned in BOQ. It is mandatory for the bidders to quote the rates of all the items of the bid.
- (ii) Rate should be quoted **Excluding GST**.
- (iii) If a bidder quotes Nil / Zero/Decimal or does not quote for any of the items, the financial bid shall be treated as unresponsive and will not be considered.

- (iv) The bidder should keep in mind the conveyance charges, transportation charges, assignment charges, labour charges, installation and dismantling charges etc. which a bidder may incur while executive of work order.
- (v) The financial proposal which is found with optional/multiple/abnormal/predatory rates will be summarily rejected. Price bid should not contain any financial conditions. Variation in the financial terms and conditions of the bid will not be accepted.
- (vi) The financial bid shall remain valid for the 04 months from the date of opening of financial bid.
- (vii) The rate quoted by the bidder shall be kept firm for a period specified in the bid from the date of opening of the bid. Escalation of rate will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase of taxes payable to the Governments within the stipulated period.
- (viii) Financial Bid Amount will be drawn from Grand Total of Financial Proposal/Bid as quoted by bidder in prescribed format. Any error in totalling while calculating of Financial Bid Amount will liable to rejection of Financial Proposal of that concerned bidder.

(11) AWARD OF CONTRACT:-

- a) The Department of Education, Govt. of NCT of Delhi, will award the contract to successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bid documents and on the basis of lowest rates received. **Successful (L-1) bidder will be selected on the basis of Lowest Rates in Most of the Items and the successful bidder will have to accept the Lowest among the Lowest Rate for the remaining items. Final Rate Contract will be derived accordingly.**
- b) The Department will communicate to the successful bidder by facsimile confirmed by letter transmitted by speed post /Email that his Financial Bid/Price Bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the Item-wise Rate at which the contractor will be paid in consideration of the execution of services by the firm/agency as required in the contract. On acceptance of Letter of Offer, the Department will issue Letter of Award (LoA) for awarding of Work Contract.

- c) The successful bidder shall be required to furnish a Performance Guarantee within 15 days from the date of placement of Work Order/ Letter of Award.
- d) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

(12) PERFORMANCE GUARANTEE

- (a) On receipt of the Letter of Acceptance from the Department, the successful bidder should remit a **Performance Guarantee @ 5% of the Estimated Cost** of work within 15 (Fifteen) days from the date of placement of Letter of Award in the form of an Irrevocable Bank Guarantee /FDR of any Indian Nationalized/Scheduled Commercial Bank with a validity period of 02 months beyond the date of end of contract. In case the contract period is extended further, the validity of Performance Guarantee shall also be extended by the contractor accordingly.
- (b) Performance Guarantee amount remitted will not earn any interest.
- (c) Upon the complete fulfilment of contract by the successful bidder, to the satisfaction of the Department, the performance guarantee furnished by the bidder will be released after recovery of dues, if any. The Directorate of Education, GNCT of Delhi, also reserves the right to recover any dues from the bidder, which is found on later date, during audit/excess payment, after final settlement is made to them. The bidder is liable to pay such dues to the Department immediately on demand, without raising any dispute/protest.

(13) TERMINATION OF CONTRACT

- (a) The Department reserves the right to terminate the contract at any time on account of non-fulfilment of contract or any of the reasons.
- (b) In case of any material breach or default in the performance of any obligation under the contract, the department may terminate the contract by giving prior notice in writing to the contractor.

(14) SERVICE LEVEL AGREEMENT

The successful bidder shall execute a contract agreement (in prescribed format-**Annexure-F**) within 30 days from the placement of work order as may be drawn up to suit the conditions on a non-judicial stamp paper of value Rs. 100/-, and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the security deposit amount remitted by the bidder will be forfeited besides cancellation of his rights.

(15) VALIDITY OF CONTRACT & RATE CONTRACT

- (i) The Contract/Rate Contract shall remain valid initially for One (01) year from the issue of the work order, which can be extended for further one year with mutual agreement of both the parties on the same rates, terms & conditions. However, the department shall have the right to terminate the agreement solely at the discretion of the competent authority.
- (ii) In case, the contractor is not willing to take further extension beyond the initial tenure of contract, the bidder shall have to give an advance notice (at least 04 months earlier from the date of completion of contract) informing that he/she is not willing for further extension, failing which his Performance Guarantee will be forfeited.

(16) PAYMENT TERMS

- (a) Payment to contract will be made as per Rate Contract for the items mentioned in schedule of Financial Bid. Applicable GST will be paid by the Department along with the payment.
- (b) Payment shall be made only after completion of particular event/function furnished time to time. No advance payment shall be made to the bidder for any event.
- (c) Efforts will be made for final payments within 15 days from the date of submission of bills. The bills should be supported by detailed description of work furnished along with items actually provided for that event/function.
- (d) The contractor shall prepare a description of the items provided on the spot and get it signed from the In-charge of the Program/Event/Meeting or any other officer/official nominated by Department concerned. Video & Photographs of the material/items installed in the event should be duly verified by the authorized officer/official of the event of the Department concerned.
- (e) No payment shall be made if the description is not properly verified and signed from the authorized person.
- (f) The payment will be made as soon as possible, hence if the contractor refuse to carry out the work orders due to non-payment of earlier bills, then their contract shall be terminated.
- (g) In case of any item is rejected, the same shall be removed from the venue immediately by the vendor at his/her own cost. No payment to such items shall be made under any circumstances.
- (h) In case of theft, fire, riots, natural calamities etc., the successful contractor shall bear its loss or damages of the property or lives as the case may be and the Directorate of Education, GNCT of Delhi, concerned shall not be liable to pay for such losses/damages etc.

- (i) In case at any stage, if it is found that extra payment has been made on any bill in the past, then the same shall be recovered from the current bill/Performance Guarantee.
- (j) While making payment, Income tax/GST shall be deducted at source from the bills as per the rules of the Income Tax Act and GST Act. In case any short deduction of TDS noticed at any time, the same will be deducted from the current bills/payments due.
- (k) The items required shall be provided at the place of program or at any other place as per the directions issued from time to time in timely manner without any extra cost.
- (l) The Directorate of Education, GNCT of Delhi will not be responsible for any loss or damage of any item supplied, due to any reason whatsoever.

(17) PENALTY

- (a) In case the contractor fails to comply with the order immediately even at a short notice, the Department will be at a liberty to have the work executed from outside parties and the additional expenditure incurred, if any, on this account shall be recovered from the contractor. Therefore, all liability (in full or part) arising out of non-compliance of the order after acceptance of the terms and conditions shall vest on the part of the contractor(s).
- (b) If there is any dereliction / irregularity in service or delay in service or if the item installed/used by the contractor is substandard /non-functional or insufficient, the same will be treated as poor performance in the services, the concerned contractor will be held responsible by the competent Authority and liable for the consequences thereof and will be penalized by way of imposing the penalty and recovery from bill/performance guarantee as under:-

Non Performance (1 st Instance)	Full recovery from Performance Guarantee, Termination of Contract & Debarment for 03 years from Directorate of Education
Poor Performance (1 st Instance)	Recovery @ 10 % of Bill of respective event/function
Poor Performance (2 nd Instance)	Recovery @ 25 % of Bill of respective event/function
Poor Performance (3 rd Instance)	Recovery @ 50 % of Bill of respective event/function
Poor Performance (4 th Instance)	Recovery @ 100 % of Bill of respective event/function Termination of Contract, Forfeiture of Performance Guarantee & Debarment for 03 years from Directorate of Education.

(18) ROLE & RESPONSIBILITY OF DEPARTMENT:-

- (i) The Directorate of Education reserves the right to use in-house information for assessment of capability of bidders. The decision of Directorate of Education regarding the tender will be final and binding.
- (ii) The Directorate of Education shall inform about schedule, venue & specific requirements of prospective event/function etc followed by issuance of work order to the contractor on each occasion.
- (iii) The Directorate of Education shall provide the necessary access to the venue for contractor (support staffs, vehicles & equipments etc.)
- (iv) The Directorate of Education reserves the right for monitoring of work in terms of acceptability, utility & quality and make changes/corrections, if any.
- (v) The Directorate of Education reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from any other client whether disclosed in the technical proposal or not. If any such report from the client is found to be unsatisfactory, the contract will liable to be rejected. Any other obligation, if required so.

(19) ROLE & RESPONSIBILITY OF CONTRACTOR:

- (i) The contractor shall not offload either full or part of the work to other bidder.
- (ii) If performance of the contractor is not up to the mark, the Department reserves the right to reallocate full / part order to other qualified bidders/other agency. Any additional cost incurred by the Department due to such reallocation should be borne by the bidder.
- (iii) Any notice regarding any problem, to the bidder shall deemed to be sufficiently served, if given in writing at his usual or last known place of business or through email.
- (iv) In the course of discussion and instruction, the Department may disclose information of confidential and proprietary nature relating to its business model, subscribers, etc. to the bidder. Such information shall be considered confidential.
- (v) Provisions for Workmen Compensation, Public Liability, Property Damage, Insurance, Labour Laws etc. to be ensured by the contractor. Also, safety measures prescribed for working in risk area & use of personnel protective equipment must be adhered to.
- (vi) It will be the responsibility of the contractor to comply with all the statutory requirements of the programs/events e.g. NOC/Licenses from relevant Authorities. In case of noncompliance, the contractor shall be held responsible and penalty if any imposed on the Department will be recovered from him.
- (vii) The contractor should arrange for his own staff (skilled) for installing, loading, dismantling, cleaning, scanning,, electrical, light & sound and other allied work.

- (viii) The firm/contractor shall be solely and fully responsible for lapses, violation, and noncompliance, if any of all the statutory dues and the Institute shall in no way be a party to it.

(20) FRAUD AND CORRUPT PRACTICE

- a) The Bidders shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this bid, the Department shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has engaged in corrupt practice, fraudulent practice, coercive practice (collectively the “Prohibited Practices”) in the Selection Process.
- b) In such an event, the Department shall,
- Forfeit and appropriate the Bid Security or Performance Security.
 - Debar it from participation in any tender issued by the Department during a period of 2 years from the date such Bidder, is found by the Department to have engaged or indulged in such practice.
- c) Corrupt Practice – It implies offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process. For avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any Official/Consultant of the Department who is or has been associated in any manner, directly or indirectly with the Selection Process or has dealt with matters concerning the Agreement;
- d) “Fraudulent Practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- e) “Coercive or property to influence any person’s participation or action in the Selection Process; practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons.
- f) The Bidder is required to comply with terms of Integrity Pact as applicable.

(21) FORCE MAJEURE

- a) If at any time, during the continuance of this contract, the performance in whole or in part by either party or any obligations under this contract gets affected by an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances shall be prevented or delayed by reason of war, or hostility, acts of the public enemy, civil commotion, riots, civil disorder, sabotage, fires, earthquake/storm/flood or other extreme adverse weather conditions,

explosions, epidemics, pandemics (including lack of advertisement business due to economic slowdown on account of pandemics), quarantine restrictions, strikes, power blackout due to grid collapse, lockouts, confiscation or any other action by Government Agencies, Administrative Order, Court Order, Bankruptcy, espionage, cyber hacking, other industrial action, political unrest, civil unrest, or act of God (Hereinafter referred to as Force Majeure Events).

- b) The affected Party shall provide to the other Party a notice of happenings, within 21 days from the date of occurrence thereof and in such event neither party shall by reason of such event be entitled to terminate this and performance shall be resumed as soon as practicable after such event may come to an end or cease to exist.
- c) That no penalty shall be levied on the Bidder in case of force majeure event.
- d) That if the performance in whole or part of any obligation under this contract is prevented or delayed because of any such event for a period exceeding 90 days, Department at its option may terminate the contract.
- e) Provided also that if the contract is terminated under this clause, the Department shall be at liberty to take over from the Bidder at a price to be fixed by the Department, which shall be final, all undamaged and acceptable materials, assets, services in possession of the selected Bidder at the time of such termination of such portions thereof as the Board may deem fit, if mutually agreeable between the Parties.
- f) For the purposes of this Contract, "Force Majeure" shall not include:
Any event which is caused by the negligence or intentional action of a Party, Insufficiency of funds or inability to make any payment required hereunder
- g) Measures to be taken:
 - A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
 - A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than 21 days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
 - Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

- h) During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by Department, shall either:
- Demobilize; or
 - Continue with the Services to the extent possible, in which case they shall continue to be paid proportionately and on pro rata basis, under the terms of this Contract.
- i) In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled through Coordination Committee deliberations.

(22) DISPUTE REDRESSAL MECHANISM

- a) All the disputes, differences, controversies / differences of opinions, breaches and violation (“Dispute”) arising out of, or in relation to this project between parties shall be resolved by mutual discussions / reconciliations in good faith.
- b) At the first instance, the matter should be resolved between the Project Manager of the Bidder and the Department. If the same is not resolved as above within 15 days, then the matter has to be taken in to coordination committee for resolving the same within 15 days.
- c) If the dispute, differences of opinion, breaches and violation arising from or related to the Agreement is not resolved through processes defined above, the same will be finalized through Court of Law.

(23) JURISDICTION OF THE COURT

Any dispute arising out of non-fulfilment of any of the terms and conditions of the agreement will be subjected to the jurisdiction of the Courts in Delhi only.

DETAILS OF ANNUAL TURNOVER

The Annual turnover of M/s for the past three (03) Financial Years are given below and is certified that the statement is true and correct.

Financial Year	Turnover (Rs. In lakh)
2019-20	
2020-21	
2021-22	

Name & signature of the authorized signatory
With rubber stamp

SIGNATURE OF CHARTERED ACCOUNTANT
(With seal and Address)

(Note:- UDIN is required on the certificates issued by Chartered Accountant)

UNDERTAKING

(ON NON JUDICIAL STAMP PAPER OF Rs.100)

To

The Joint Director (CTB)
Directorate of Education
Govt. of NCT of Delhi,

Name of the bidder _____

Sir/ Madam

1. I/We hereby agree to abide by all terms and conditions laid down in Bid.
2. This is to certify that I/We before signing this bid have read and fully understood all the details contained therein and undertake myself to abide by the terms of Bid.
3. I/We declare that I/we or any of our constituent partners (in case of partnership firm) are not banned/suspended/black listed by any Central/State Government/ PSUs/ Nationalized Banks/ Public Listed Companies or declared bankrupt or insolvent or debarred under Rule 151 of GFR-2017. It is further stated that none of us has been convicted by any court of law.

(Signature of the Authorized Signatory)
With seal.

UNDERTAKING
COMPLIANCE TO REQUIREMENT OF BID DOCUMENT
&
CONFLICT OF INTEREST

To

The Joint Director (CTB)
Directorate of Education
Govt. of NCT of Delhi,

Name of the bidder _____

Sir/Madam

1. We confirm that our bid comply the total techno-commercial requirements of bidding document without any deviation.

2. We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

(Signature of the Authorized Signatory)
With Rubber Stamp

ANNEXURE-'D'

DETAILS OF EXPERIENCE

(Details to be filled with respect to past experience with project value)

S. N	Name of the organization with which the bidder has worked	Type of organization (Govt./ Autonomous / PSUs /Govt. Undertakings/Nationalized Bank/ Public Listed Company)	Description of Work	F.Y in which work executed/ completed	Value of the work order/ work completed (in Rs.)	Whether Proof (work order/ Satisfactorily completion Certificate/ Exp. Certificate Attached (Yes/No)
				2020-2021		
				2020-2021		
				2020-2021		
				2020-2021		
				2021-2022		
				2021-2022		
				2021-2022		
				2021-2022		
				2022-2023		
				2022-2023		
				2022-2023		
				2022-2023		

(Extra sheet may be used, if required)

Name & signature of the authorized signatory
With rubber stamp

DETAILS OF BIDDER

- i) Name of the Bidder/Bidding Firm:-
- ii) Address:-
- iii) Tel No.-
- iv) Email ID
- v) Year of Establishment:-
- vi) Status of the firm — whether Company/Firm/Proprietary
- vii) GST Registration No.:-
- viii) PAN Detail:-
- ix) Name of Authorized Person:-
- x) Contact Details of Authorized Person:-

Name & signature of the authorized signatory
With rubber stamp

SERVICE LEVEL AGREEMENT

This agreement is made on the _____ day _____ Month _____(Year)

Between the Administrator through Directorate of Education, GNCT of Delhi, Old Secretariat, Delhi-54 (Name and address of the Department) (hereinafter called “the Department” which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part

AND

_____, (Name and address of the contractor) through _____, authorized representative (hereinafter called “the contractor” which expression shall unless excluded by or repugnant to the contest, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Tent Items, Light & Sound on Hiring Basis.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and conditions of contract hereinafter referred to.

2. The following documents and all terms & conditions of the bid document shall be deemed to form and be read and constructed as part of this Agreement, viz.

- (a) **Scope of work**
- (b) **Payment Terms**
- (c) **Penalty**
- (d) **Termination of Contract**
- (e) **Validity of Contract & Rate Contract**
- (f) **Obligation to Contractor**
- (g) **Dispute Redressal Mechanism**
- (h) **Jurisdiction of Court.**

3. In consideration of the payments to be made by the Department to the Contract as hereinafter mentioned, the Contractor hereby covenants with the Department to execute the agreement w.e.f. _____ to_____.

4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works / services as per this Agreement and bid document, the contract price of Rs. _____ (Rupees: -----)
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of the Administrator

Signature of the authorized official

Signature of the authorized officer

Name of the official

Name of the officer

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

_____ Name

_____ Name

On behalf of the contractor in

on behalf of the Department in

The presence of:

in the presence of:

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Telephone No. _____

Telephone No. _____

FINANCIAL BID / BOQ

e-Tendering System Government of NCT of Delhi Tender Title: Hiring of Tent Items, Light & Sound			
Tender Inviting Authority: Director (Education), Directorate of Education, GNCTD			
Name of Work: Providing Tent Items, Light & Sound (On Hiring Basis)			
Contract No:		Tender ID :	
S.N	SCHEDULE OF SERVICE		Quoted Rates (Per Day) (in Rs.)
	Description of Items	Denomination of Rate/ Rate to be Quoted	
1	BANQUET CHAIR WITH COVER	Per Unit	Sample paper
2	CHAIR STEEL (WITH COVER)	Per Unit	
3	VIP SOFA SET (SINGLE SEATER)	Per Unit	
4	VIP SOFA SET (02 SEATERS)	Per Unit	
5	VIP SOFA SET (03 SEATERS)	Per Unit	
6	HIGH BACK CHAIR	Per Unit	
7	DUNLOP CHAIR WITH COVER	Per Unit	
8	DINING CHAIR	Per Unit	
9	CETNRE TABLE (WOODEN AND WROUGHT IRON WITH TOP GLASS (3 ft x 2ft)	Per Unit	
10	TABLE (3 ft x 2t) with FRILL	Per Unit	
11	Scaffolding stage with steel structure and wooden board on top, height 3 Feet	Per Sqft	
12	Scaffolding stage with steel structure and wooden board on top, height 4 Feet	Per Sqft	
13	Wooden stage steps with steel railing for 4 Feet Height	Per Sqft	

14	STAGE MASKING	Per Sqft	Sample paper
15	CARPET	Per Sqft	
16	DELUXE CARPET	Per Sqft	
17	SOUND SPEAKERS (BOTH SIDE OF STAGE)	Per Unit	
18	POWERED Speaker (1000 watt) – (JBL/BOSS/D&B)	Per Unit	
19	Digital Sound Console 48 Channel	Per Unit	
20	Four Way Speaker with Low/Mid/High with Power amp for three way system	Per Unit	
21	CORDLESS Mic	Per Unit	
22	Collor Mic	Per Unit	
23	P.A SYSTEM (Hi-Fi Sound System with Heavy columns)	Per Unit	
24	UHF Microphone (Shure/ AKG/ Sennheiser)	Per Unit	
25	Wired Mic (Shure/Sennheiser)	Per Unit	
26	Overhead Mic with Condenser UHF wireless (Shure/Sennheiser)	Per Unit	
27	Cordless Handheld microphone two diversity	Per Unit	
28	LED WALL DISPLAY	Per Sqft	
29	Curved LED – 10.00 mm	per sq.ft.	
30	MEDIA STAGE	Per Job	
31	FLOWER DECORATION ON STAGE	Per Job	

32	FLEX	Per Sqft	Sample paper
33	STANDIES (WITH STEEL ROD)	Per Unit	
34	PODIUM (With Mic)	Per Unit	
35	WIRING WITH WIRE MANNAGER	Per Job	
36	SINAGE (ARROW)	Per Unit	
37	MOZO BARRICADING	Per Unit	
38	INSIDE STEEL BARRICADING	Per Unit	
39	PAGODA (Water Proof- With Aluminum Hanger)	Per Sqft	
40	Water Proof Pandal with Aluminum Hanger Structure	Per Sqft	
41	Water Proof Pandal with Pipe Structure	Per Sqft	
42	EXTENSION BOARD (05 to 16 Amp- 4 Socket)	Per Unit	
43	DFMD	Per Unit	
44	HHMD	Per Unit	
45	SCANNER (BAGGAGE)	Per Unit	
46	CCTV CAMERAS (HD)- 16 in each set with coloured Display unit with DVR and all complete wiring and accessories, Power Backup and Operator	Per Set	
47	FRISKING ROOM PREPARATION	Per Job	
48	Water Dispenser (Hot and Cold) with 2.5 liter of cold water and 1.5 liter of hot water	Per Unit	
49	Water Bottles (200 ml)- ISI Mark	Per Unit	

50	Water Bottles (500 ml)- ISI Mark	Per Unit	Sample paper
51	Water Bottles (1 Liter)- ISI Mark	Per Unit	
52	Water jar (20 Liter)- ISI Mark	Per Unit	
53	DUSTBIN (Big)	Per Unit	
54	Dustbin (Small)	Per Unit	
55	Sanitation & Housekeeping (Pre-event & Post event)	Per Job	
56	FAN PEDASTAL	Per Unit	
57	CEILING FAN	Per Unit	
58	WALL MOUNTED FAN	Per Unit	
59	Mist Fan	Per Unit	
60	INDUSTRIAL DESERT COOLER	Per Unit	
61	AIR CONDITION (TOWER- 3 TON)- Ductable with wiring, operator etc	Per Unit	
62	WATER TANKER- 5000 Liters	Per Unit	
63	Portable Cabin Chemical Toilet (both side movable) with wash basin with all accessories and attendant	Per Unit	
64	LEASE LINE INTERNET CONNECTIVITY	Per Job	
65	CONTROL ROOM SETUP	Per Job	
66	WALKI-TALKI	Per Unit	
67	HALLOGEN LIGHT (1000 Watt)	Per Unit	

68	LED LIGHT (40 Watt)	Per Unit	Sample paper
69	LED Flood Light (200 Watt)	Per Unit	
70	Sodium Light (250 Watt)	Per Unit	
71	Sodium Light (300 watt)	Per Unit	
72	Sodium Light (400 Watt)	Per Unit	
73	Stage Light with 7*8 W 4-in-1 Led (RGBW)	Per Unit	
74	Generator set 62 KVA (with wiring, diesel & operator)	Per Unit	
75	UPS 15KVA Online/Offline	Per Unit	
76	ABC Fire Extinguishers Cylinder (2 KG) ISI Marked	Per Unit	
77	ABC Fire Extinguishers Cylinder (4 KG) ISI Marked	Per Unit	
78	ABC Fire Extinguishers Cylinder (6 KG) ISI Marked	Per Unit	
79	Octanorm Wall (Polished aluminum framing 2.5 MH, beams/50 mm, Plywood panel)	Per Sq.ft.	
TOTAL QUOTED RATE			

Note: - Bidders are advised to read Clauses of NIT especially Scope of Work & Financial Bid/Price Bid, prior to quotation of Rate. **Successful (L-1) bidder will be selected on the basis of Lowest Rates in Most of the Items and the successful bidder will have to accept the Lowest among the Lowest Rate for the remaining items. Final Rate Contract will be derived accordingly.**

(ANNEXURE-X)

CHECK LIST			
Name of the Bidder:-			
S. N	Name of desired Document	Whether copy of desired certificate/ Documents uploaded	PAGE NO.
1	Earnest Money Deposit (Scan Copy) /Document for EMD Exemption	Yes/No	
2	Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms	Yes/No	
3	GST Registration Certificate	Yes/No	
4	GST Return (F.Y- 2021-22)	Yes/No	
5	PAN Card	Yes/No	
6	Income Tax Return for the F.Y 2021-22	Yes/No	
7	Summary (duly certified by C.A) regarding Financial Year wise Average Annual Turnover (Annexure-'A')	Yes/No	
8	Balance sheet and Profit & Loss Account for the following 03 Financial Years		
	2019-2020	Yes/No	
	2020-2021	Yes/No	
	2021-2022	Yes/No	
9	Undertaking (Annexure-B)	Yes/No	
10	Undertaking (Annexure-C)	Yes/No	
11	Details of Past Experience -(Annexure -D)	Yes/No	
	Supporting Document/Proof (2020-21)	Yes/No	
	Supporting Document/Proof (2021-22)	Yes/No	
	Supporting Document/Proof (2022-23)	Yes/No	
12	Authorization letter/ document from management in favor of signatory	Yes/No	
13	Proof regarding existence of firm/agency since last 05 years ending with 31.03.2023	Yes/No	
14	Valid ISO Certificate, relevant to service	Yes/No	
15	Undertaking with regard to Positive Net Worth in Last Audited Financial Statement	Yes/No	
16	Complete Details of the Bidding Firm (Annexure-E)		
17	Proof for office location in Delhi NCR	Yes/No	

Name & signature of the authorized signatory
With rubber stamp