

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: CARE TAKING BRANCH  
ROOM NO. 256, OLD SECRETARIATE, DELHI -110054**

No.F.1/CTB/(735)/2017-18

Dated:

**E-PROCUREMENT TENDER NOTICE**

Online Tenders through e-procurement system are invited under two-bid system i.e. (i) Technical Bid and (ii) Financial Bid, from reputed firms for making arrangements for Career Conclave for secondary class students and awareness camp for the parents to be held on 1<sup>st</sup> & 2<sup>nd</sup> May, 2018 at Hall No. 7(A to H) of Pragati Maidan, New Delhi (as per annexure-II). The work is to be completed on 30<sup>th</sup> April 2018(only one day) so as to function the stalls on 1<sup>st</sup> May 2018. The prescribed tender form along with applicable terms and conditions are uploaded on the govt. e-procurement website and can be downloaded from <https://govtprocurement.delhigov.in> Bids will be accepted online only. The estimated cost of the tender is below Rs.30.00 lacs (Rupees Thirty lakh only)

Date of uploading on website	4-4-2018
Last date of submission of EMD, affidavit, undertaking & signed documents	23-4-2018 ( 11.00 am)
Date & time of online closing of tender	23-4-2018 ( 1.00 pm)
Opening of Technical Bid	23-4-2018 (3.30 pm)
Opening of commercial bid of the technically qualified bidder	To be decided later.

The requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC help desk, C-Wing, 6<sup>th</sup> floor, Vikas Bhawan-2, near Metcalf house, Civil Lines, Delhi – 54 Tel. No. 23813523.

Information and instructions for bidders posted along with this notice on website shall be part of the bid document.

Bids can be submitted only after filing the details of **EMD of Rs. 90,000/- ( Rupees Ninety thousand only)** in the form of Bank Guarantee/ Fixed deposit receipt in favour of **Director, Directorate of Education, Govt. of NCT of Delhi** and other documents as specified.

The technical bids shall be opened in the room no 7, old secretariat on **23-4-2018** at **3.30 pm** by the committee duly authorized by the competent authority of the office of the Directorate of Education in the presence of those bidders who may wish to be present. The Financial bids of only those bidders whose Technical Bids are qualified shall be opened by the Committee duly authorized for the purpose.

The Director (Education), GNCTD reserves the right to reject any or all the bids without assigning any reason and the decision of the Director, Directorate of Education shall be final and binding.

Annexure I to IV of this NIT shall form part of the NIT. Information required to be submitted as per the terms and conditions should be submitted in the performa available in the Annexure or in a format as indicated in the terms and conditions.

**List of documents to be scanned and uploaded within the period of bid submission:**

- I. Certified balance sheet from CA for the last three years. (2014-15, 2015-16 & 2016-17)
- II. Copy of bidder PAN Card & ITR of (2014-15, 2015-16 & 2016-17)
- III. Proof of Turnover for the last three financial years authenticated by C.A. to be attached (2014-15, 2015-16 & 2016-17)
- IV. Copy of Bank Draft/FDR/Bankers cheque/Bank Guarantee towards EMD issued by a Nationalized Bank.
- V. Registration certificate Showing GST Registration No.
- VI. Affidavit regarding work not to be executed through another agency etc. and required undertaking as per tender.
- VII. Certificate to the effect that the bidder is not black listed by any Govt. Department/Agency in India.
- VIII. Undertaking to the effect that all terms and conditions of the tender document are acceptable.
- IX. Copy of experience of satisfactorily performing similar Contracts for the last three years In Govt. Departments/PSUs and Copies of work orders should be submitted along with the tender document.

( RAVINDER KUMAR )  
DY.DIRECTOR EDUCATION (CTB)

## 1. GENERAL INSTRUCTIONS

- The tender documents may also be downloaded from this office website <https://govtprocurement.delhigov.in> and [www.edudel.nic.in](http://www.edudel.nic.in)
- 1.1 While all efforts have been made to avoid errors in the drafting of the tender documents, the bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
  - 1.2 Each page of the tender documents must be stamped and signed by the authorized person or persons submitting the tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any bid having unsigned document is liable to be rejected at the discretion of the client.
  - 1.3 All bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Tender/ contract, the bids not meeting the minimum eligibility criteria, Technical bids, not accompanied with EMD of requisite amount, bids submitted in a format different from the format given in this NIT or not fulfilling any other requirements stipulated in the tender documents are liable to be rejected.
  - 1.4 The estimated cost of the work is Rs.30.00 lacs (Rupees Thirty lakh only).
  - 1.5 For all the purposes of the Tender/contract including arbitration, there under, the address of the bidder mentioned in the bid shall be final unless the bidder notified a change of the address by a separate letter sent by registered post with acknowledgement due to the responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

### MINIMUM ELIGIBILITY CRITERIA.

The following shall be the minimum eligibility criteria for selection of bidder technically:

- a. Financial capacity: The bidders should have the minimum total average annual financial turnover during the last three financial years ending 31<sup>st</sup> March 2017 should be at least 30% of the estimated cost.
- b. **PAN and GST registration:** The bidder should be registered with the Income Tax Department and GST. Relevant proof in support shall be submitted.
- c. The bidder should have experience in similar contract for Government Departments or PSUs.

Three similar completed works costing not less than the amount equal to 40% of the estimated cost OR

Two similar completed works costing not less than the amount equal to 50% of the estimated cost OR

One similar completed work costing not less than the amount equal to 80% of the estimated cost.

Relevant proof in support shall be submitted and also have to submit satisfactory report from the previous Govt. Departments/organization. The bidder should not be blacklisted from any Govt. Department/organization. Minimum experience of having successfully completed similar works during the last three years ending March, 2017.

## 2. EARNEST MONEY DEPOSIT.

- 2.1 This bid should be accompanied by an Earnest Money Deposit for an amount of Rs.90,000/- in the form of Bank Guarantee/ FDR In favour of Director, Dte. of Education. ***The validity of the bank Guarantee/FDR/ must be up to 165 days starting from the last date of submission of the bids.*** The bank guarantee /FDR/ Bankers cheque shall be in favour of Director, Directorate of Education, GNCT of Delhi and payable at Delhi. No Interest is payable on EMD.
- 2.2 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
- 2.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government.
- 2.4 The bids without Earnest Money shall be summarily rejected.
- 2.5 No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of Earnest Money Deposit.

## 3. VALIDITY OF BIDS

- 3.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission Bids.
- 3.2 **One Bid per Bidder:** Each bidder shall submit only one tender. Multiple bids by same bidders are liable to be rejected.
- 3.3 **Cost of Bid :** The bidder shall bear all costs associated with preparation and submission of his bid and the Department shall in no case be responsible or liable for those costs, regardless of the conduct or outcome if the tender process.
- 3.4 Optional Rates and conditional Rates shall not be considered and bid shall be rejected.

## 4. PREPARATION OF BIDS

- 4.1 **Technical Bid:** Technical Bid should be submitted online in Annexure-I as per the instruction given in the Tender Document along with all required information, scanned copies of documents in support of the minimum eligibility criteria, valid original EMD of requisite amount and it should be handed over to the Caretaking branch in separate envelop superscripted "**Technical Bid**" for Tender with the name and address of the Bidder.

The following should be ensured:-

- a. Technical Bid should be duly ink signed and printed on company's letterhead.
- b. It should be signed and stamped on each page of the tender document and accompanied by Earnest Money Deposit of Rs. 90,000/- (Rupees Ninety thousand only)
- c. All supporting documents in proof of having fully adhered to minimum eligibility criteria should be dully attested.

**4.2 Financial Bid:** Bidder should submit Financial Bid in the Price Schedule in Annexure II online as per the instructions given in the Tender Document.

## **5. SUBMISSION OF BID**

5.1 The Bidder shall submit his bid online at <https://govtprocurement.delhi.gov.in>.

(i) Technical Bid and (ii) Financial Bid, clearly.

5.2 The Bid shall be submitted in room no. 256, old secretariat not later than 11:00 am on 23-4-2018 addressed to **Deputy Director Education(CTB), Directorate of Education, Old Secretariat Delhi.**

5.3 No Bid shall be accepted after the aforesaid closing date and time. Any Bid received by the office after the deadline for submission of bids, as stipulated above, shall not be considered.

## **6. BID OPENING PROCEDURE**

6.1 The Technical Bids shall be opened on 23-4-2018 at 3.30 pm by the committee authorized by the Director of Education in the presence of such Bidder who may wish to be present. The bidder/representatives of the bidders willing to participate in the bid opening process should be in possession of letter of authorization containing attested signature of the authorized representative, duly signed by the authorized signatory of the bidding distributor/dealer, who has signed the bid document, on the letter head of the bidding distributor/vendors/dealer.

6.2 A letter of authorization shall be submitted by the bidder's representative before opening of the bids.

6.3 Absence of bidder or their representative shall not impair the legality of the opening procedure.

6.4 After verifying the EMD amount and opening the Technical Bids the evaluation will be done to ensure that the bidders meet the minimum eligibility criteria as specified in the tender document.

6.5 Bids shall be declared as Valid or invalid based on the preliminary scrutiny by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of valid bid.

6.6 The bidder who is technically not qualified has the right to present before the Purchase Committee to put before their status. However it is not a right to submit additional documents.

6.7 The financial bids of only those bidders who's Technical Bids are accepted, shall be opened by the Committee authorized for the purpose.

## **7. FINANCIAL BID OPENING PROCEDURE.**

8.1 The financial bids of all the technically qualified bidders shall be opened in presence of the qualified bidders/ their authorized representatives, who choose to be present at the time of opening of the financial bids.

The bidders / representatives of the bidders willing to participate in the bid opening process should be in possession of letter of authorization, containing attested signature of the authorized representative, duly signed by the authorized signatory of the bidding distributor/dealer, who has signed the bid document, on the letter head of the bidding distributor/ dealer.

## **8. DETERMINATION OF THE SUCCESSFUL BIDDERS AND PROCEDURE FOR EMPANELMENT OF VENDOR**

8.1 The bidders meeting the minimum eligibility criteria with the **overall** lowest bid price shall be deemed as the successful bidder i.e. L1 and shall be empanelled by the client.

## **9. RIGHT OF ACCEPTANCE**

9.1 The Director (Education) reserves all rights to reject any of the bids including those of bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of Director of Education in this regard shall be final and binding.

9.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.

9.3 In case of failure to comply with the provisions of the Terms and Conditions mentioned in this tender document by the agency (ies) that has /have been awarded the contract, the Director (Education) reserves the right to cancel the contract for failure to abide by the terms and conditions of this tender and forfeit the EMD / Security Deposit as the case may be.

9.4 The Director ( Education) may terminate the contract if it is found that the contractor is black listed on previous occasions by any of the Government departments / institutions/local bodies/Municipalities/Public sector Undertakings etc.

## **10. NOTIFICATION OF AWARD BY ISSUANCE OF LETTER OF ACCEPTANCE.**

10.1 After determining the successful bidder, client shall issue a Letter of Acceptance (in duplicate), to all the empanelled vendor(s), who will return one copy to client duly acknowledged, accepted and signed by the authorized signatory, within three days of receipt of the same by him.

10.2 The issuance of the letter of acceptance to the bidder shall constitute an integral part and it will be a binding on the tenderer.

## **11. PERFORMANCE GUARANTEE (SECURITY DEPOSIT)**

11.1 The successful bidder (s) within two days of the acceptance of the Letter of acceptance shall submit performance guarantee in the form of a Bank Guarantee / Fixed Deposit Receipt / AC payee DD of any Nationalized Bank, a sum of which

shall be equivalent to 10 % of the actual value of the contract till the accomplishment of the event as may be decided by the client, in favour of Director, Directorate of Education, Old Secretariat, Delhi, payable at Delhi valid for 60 days beyond the date of completion of all the contractual obligations including warranty.

11.2 The bank guarantee can be forfeited by order of the Director of Education in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said bank guarantee as may be considered by the Director of Education sufficient to cover any incorrect or excess payment made to the firm, shall be retained until the final audit report on the account of firms bill has been received and examined.

- a) If the contractor is called upon by of the Directorate of Education to deposit performance Security and the contractor fails to provide the security deposit within the period specified, such failure shall constitute a breach of the contract and the office of the Director, (Education) shall be entitled to make other arrangements at the risk, cost and expense of the contractor.
- b) On due performance and completion of the contract in all respects, the performance security deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate on the prescribed form.

## **12. SIGNING OF CONTRACT AGREEMENT.**

12.1 The successful and empanelled bidders shall enter into contract and shall execute and sign the contract agreement on Rs.100/- stamp paper.

## **13. WORK ORDER**

13.1 After the acceptance of LoA and securing Bank Guarantee from the successful and empanelled bidder Client shall issue the work order. The empanelled and successful bidders shall adhere to the conditions, timelines as may be specified in the Work order.

## **14. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)**

EMD of unsuccessful bidders shall be returned at the earliest after award of contract to the successful bidder.

## **15. CURRENCIES OF BID AND PAYMENTS.**

- 15.1 The bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees to the successful bidder whose rates are accepted by the competent authority.

## **16. LANGUAGE**

- 16.1 Bid and accompanying documents shall be in English.

## **17. FORM OF BID**

- 17.1 The form of bid shall be completed in all respect and duly signed and stamped by an authorized and empowered representatives of the bidder. Signature on the form of bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.
- 17.2 All the columns shall be clearly filled online only. No blanks should be left which would otherwise make bid liable for rejection.

## **18. VALIDITY OF CONTRACT.**

The contract for the above work shall last for one year from the issue of the work order, which can be extended for further one year, for the same nature of works, with mutual agreement of both the parties. However, on failure on this aspect by the contract, the client shall have the right to terminate the contract forthwith in addition to forfeiting the security amount deposited by the contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority of the office of the client.

## **19. PAYMENTS**

- 19.1 All kinds of payments to the vendor will be made through Electronic Fund Transfer (EFT/ RTGS). The price schedule (Annex. II) shall be annexed to the Agreement according to which all payments shall be made to the contractors by the client.
- 19.2 The prices quoted in the Price Schedule **shall be inclusive of GST and all other duties/expenses etc.**
- 19.3 The contractor shall raise invoice by referring the work order of the client's office after successful completion of the work as per the requirements of the client. The client shall make all endeavors to make payments on receipt of bills as per contract subject to recoveries if any.
- 19.4 No price escalation shall be entertained by the client during the period.
- 19.5 **No payment shall be made in advance.**

## **20. GST AND FREIGHT COMPONENT**



- 20.1 The rates quoted should be **inclusive of all taxes**, transportation, and freight applicable for destination and rates should be quoted in price schedule annex. II.
- 20.2 The tenderer shall indemnify the department against all damages/ charges and expenses for which the government may be held liable or pay on account of the negligence of the tenderer or his workers or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
21. Incomplete or conditional tenders will not be entertained.  
The department reserves the right to reject any or all the tenders without assigning any reason thereof.

**22. Force Majeure.**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.

**23. Dispute resolution.**

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved amicably through joint discussions of the authorities, representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Hon'ble Lt. Governor, Delhi.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by India Arbitration and Conciliation Act. 1996 as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the bidder shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi / New Delhi only.

**24. JURISDICTION OF COURT**

The Courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

25. **Submission of undertaking of the acceptance of all the terms and conditions:-** The bidder shall upload an undertaking at the time of uploading the tender that the bidder accepts all the terms and conditions of the tender and shall abide by the same fully.

26. **Penalty for non-commencement, slow performance or delay in completion of work: Only one day left with the bidder to complete the work i.e. 30<sup>th</sup> April 2018.** The approved vendors will complete the entire work as per the written work order and schedule failing which penalty shall be imposed on the vendors for non-commencement, slow performance or delay in completion of work as decided by the Director (Education). EMD will be forfeited if the L1 firm declined to accept the contract. If the firm accept the work and the performance is not up to the mark/ not completing the work the performance guarantee will be forfeited without any notice in addition to black listing of the firm.

DEPUTY DIRECTOR, EDUCATION( CTB )

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: CARETAKING BRANCH  
ROOM NO. 256 OLD SECTT., DELHI-54 TEL.23890253**

**PERFORMA FOR TECHNICAL BID FOR GENERAL STORE ITEMS**

1. Name of the firm:
2. Address & Mob. No.:
3. Name and address of Prop./  
Partner/Authorized signatory  
(in case of Pvt. Ltd. firm).

S.No.	Name of requisite Documents	Whether copy of desired Certificate /documents are enclosed.	Page No.
1	Certified balance sheet from CA for the last three financial years i.e. 2014-15 2015-16 & 2016-17	Yes/No Yes/No Yes/No	
2.	Copy of bidder PAN Card and ITR of financial year 2014-15 2015-16 & 2016-17	Yes/No	
3.	Proof of Turnover for the last three financial years authenticated by C.A. to be attached 2014-15 2015-16 & 2016-17	Yes/No Yes/No Yes/No	
4	(a) Copy of FDR / Bank Guarantee as EMD for Rs. 90,000/- in favour of Director, (Directorate of Education) as Earnest Money Deposit valid for period vide para 2.1	FDR / Bank Guarantee No. _____ 90,000/- Dated _____	
5	Copy of self attested GST Regn Certificate	Yes/No	
6	An affidavit on stamp of Rs. 100/- that GST returns have been filed	Yes/No.	
7	Affidavit regarding work not to be executed through another agency	Yes/No.	

	etc. and required Undertaking as per tender.		
8	Certificate to the effect that the bidder is not black listed by any govt. Department/Agency in India	Yes /No	
09	Undertaking to the effect that all Terms and Conditions of the tender document are acceptable	Yes/No.	
10	Audited Balance sheet showing annual turn over of Rs.9,00,000 and above for the Year 2014-15 2015-16 & 2016-17	For the year 2014-15 <u>Yes/No</u> For the year 2015-16 <u>Yes/No</u> For the year 2016-17 <u>Yes/No</u>	
11	Copy of experience of satisfactorily performing similar Contracts as per NIT in Govt. Departments/PSUs Copies of work orders should be submitted along with the tender document.	Yes/No	

(Signature of tender/Authorized signatory)  
(Rubber seal)

Note : All the documents should be submitted duly page numbered and as per serial order of technical bid in both e-filing and hard copies.

Directorate of Education, Govt. of NCT of Delhi proposes to organize a State Level Conclave for 10<sup>th</sup> & 12<sup>th</sup> class students and awareness camps for parents named "**CAREER CONCLAVE**", scheduled to be held on **1<sup>st</sup> & 2<sup>nd</sup> May, 2018** at Pragati Maidan, New Delhi. The CAREER CONCLAVE will be held at **Hall Nos. 7(A,B,C), 7(F,G,H) & 7E & 7D at Pragati Maidan, New Delhi. The preparation time is only 1 day that is 30<sup>th</sup> april 2018.** The thrust of the conclave will be to impart education/information to the students of 10<sup>th</sup> & 12<sup>th</sup> regarding the career opportunities/avenues available in different sectors of economy viz formal industrial sectors services (Major Industries and SM's) and individual entrepreneurship.

## **THEME**

The pavilion will be called the 'CAREER CONCLAVE' **Pavilion** and will display a wide variety of career avenues. Approximately 22 stalls will be installed each covering one career cluster and a total of 60 stalls can be given to Institutes, colleges, Universities (Govt. & Private) and education bodies like NSDC, Railway Board, placement cell of Defence services etc. It is proposed to have a separate stall for Scholarships for students being offered by various government organizations and private institutions.

## **Scope of the Work (CAREER CONCLAVE):**

**The Scope of the work of the event for CAREER CONCLAVE, will include:**

- i. Construction of gates including designing and decoration.
- ii. Construction of stalls including providing tables, chairs, lighting and necessary fittings.
- iv. Construction of stage with backdrop, decoration, seating arrangements, podium,  
Public address systems etc.
- v. Landscaping of suitable areas in and around the Conclave fair premises using natural potted plants and materials.
- vi. Designing and installing of signages (hoardings, banners, hangers, directory entry, pole bunting, standees, backdrops etc.) in and around Pragati Maidan including the premises of Career Conclave.
- vii. Laying of carpets in the entire area of the Fair.
- ix. Construction of VIP Lounge.
- xii. Photography and vidography of the event.
- xiv. Installation of CCTV cameras.
- xv. Providing facilities for sanitation/cleaning work at the Pavilion.
- xvii. Decoration of entire exhibition from Start to End to provide ethnic look.

In Career Conclave approx. 100 (Maximum) stalls having a minimum size of 3x3 or 4x3 square meters each as per requirement, are to be made. Some stalls may be made of size 2x2 square meters or 2x3 sq. meters etc. in available space depending on requirement of stalls.

The prospective event management agencies are hereby requested to develop concept

and design as per Score of Work. **The prospective bidders are further requested to inspect the venue and submit the layout plan along with the tender document.**

**The rates quoted should be as per unit rate / square meter.**

## Price Bid

S.No	Scope of work & Price schedule	Qty.	Unit rate including all taxes and other expenditure
1	Construction of flood lit gates	As per requirement	
2	Construction of well designed octonorm stalls (construction of stalls with aluminum R8 system with powder coated finish and laminated panels, Fascia having name for each stall. Basic furniture required to be provided for standard stall of 3x3 sq. mtr:	90 (Approx)	
	(a) Table	1	
	(b) Chairs	2	
	(c) Spot light	3 LED with Hooks	
	(d) Waste Paper basket	1	
	(e) Socket (5/15 Amp)	1	
3	Construction of 04 Attendance/Help Desk to accommodate at least 4 persons	4	
4	Construction of VIP Lounge including the following arrangements	1	
	• Two seater sofas	4	
	• Central glass table	2	
	• Cushioned chairs	10	
	• Fridge	1	
	• Crockery	15 persons	
	• Flower decoration for both days		
5	Construction of one room for monitoring of CCTV cameras etc. along with 4 chairs & 1 table for staff	1	
6	Construction of well designed theme area with proper display and lighting system	As per requirement	
7	Good looking clean red Carpeting of the entire Hall (rate per sqmt.)		
8	Inaugural function on 1.05.2018(one day)		
	• Stage to accommodate 10 dignitaries with backdrop and PA system, 10 bouquet and floral decoration of stage & Dias		
	• 150 chairs with white covers		
	• First row of 3-seater sofa with white covers (4 No.)		
	• 200 Snack packs with water bottles		
	• High tea in VIP room		
9	Signage (hoardings, banners, hangers, directory entry, pole bunting, standees etc) made in flex mounted on frame work.	As per requirement	
10	Metal Detector	As per requirement	
11	CCTV cameras	30 or as per requirement	
12	Monitor for CCTV cameras	2	
13	Recording DVR for CCTV cameras	2	
14	Fire extinguishing system with operating staff (with approval of Fire authority)	1	
15	Emergency lighting system	15	
16	Setup of approximately 50 computers with <b>wifi</b> internet connection	50	

17	Video coverage both days		
18	Still photography coverage (150 selected photos) in size 5x7 inches		
19	Arrangement of Drinking water to the participants through DJB Jal tanker		
20	Tent for the waiting area Normal tent		
21	Tent for the waiting area water proof aluminum hangers.		
21	High resolution outdoor fullcolor (8X8)ft with all required equipment and projector with operators show the career conclave.	01	
22	Any other items which is not incorporated in the scope of work and seems to be essential for the work.( rate be quoted accordingly)		

**Name and stamp of the bidder**



## Form – III

Contract agreement No

Dated:

THIS AGREEMENT is made on ..... between the President of India through the Director, Directorate of Education GNCT of Delhi (hereinafter referred to as "client" which expression shall include his successors and assigns) and whose principal place of office is at Old Secretariat, Delhi Vihdan Sabha Complex, Delhi 110 054 of the one part

AND

M/s. .... having its registered office at .....  
 ..... (hereinafter referred to as "the contractor") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing computer consumables.

I. WHEREAS the client invited bids through open tender, vide Notice Inviting for "CAREER CONCLAVE ON 1<sup>st</sup> & 2<sup>nd</sup> May 2018"

II. AND WHEREAS the contractor submitted his bid vide ..... in accordance with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide requisite computer consumables to the client

III AND WHEREAS the client has selected M/s. .... as the successful bidder ("the contractor") pursuant to the bidding process and negotiation of contract prices awarded the letter of acceptance No. .... to the contractor on ..... For a total sum of ..... (Rupees ..... Only)

IV. AND WHEREAS the client desires that the CAREER CONCLAVE ( as defined in the bidding document) be provided, performed, executed and completed by the contractor, ON 15<sup>TH</sup> April 2018 itself.

V. AND WHEREAS the contractor acknowledges that the client shall enter in to contracts with other contractors / parties for the ample and sufficient number of octonorm stalls and other furniture items at Pragati Maidan, the contractor falls in breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

VI. AND WHEREAS the terms and conditions of this contract have been fully negotiated between the client and the contractor as parties of competent capacity and equal standing.

VII. AND WHEREAS the contractor has fully ready, understand and shall abide by all the terms and conditions as stipulated in the tender documents for career conclave for client's office, failing which the contract is liable to be terminated at any time, without assigning any reasons by the client.

VII. The client and the contractor agree as follows.

1. In this agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement. This agreement shall prevail over all other contract documents.
  - a) The Letter of Acceptance (LoA) issued by the client.
  - b) Purchase orders/Work orders issued by the client from time to time.
  - c) The complete bid, as submitted by the contractor
  - d) Performance Bank Guarantee.
  - e) The Addenda, if any, issued by the client.
  - f) Any other document forming part of this contract Agreement till date.
  - g) Charges – Schedule annexed to this Article of Agreement.
  - h) Supplementary Agreement executed from time to time.
3. Any changes / modifications/amendment required to be incorporated in the contract Agreement a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement
4. This contract shall be governed by and construed in accordance with the laws of India. Each part hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

VII. IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed in accordance with the laws of India on the day month and year indicated above.

Signed on behalf of the contractor

Signed on behalf of  
President of India.

Office of the Director of Education,  
GNCT of Delhi

( Authorized signatory)

**FORM FOR EARNEST MONEY ( BANK GUARANTEE)**

Whereas, CONTRACTOR ..... (Nam of the bidder) (hereinafter called " the contractor") items of ..... (Name of work) (hereinafter) "the Tenderer") KNOW ALL PEOPLE by these presents that we ..... (name of bank) having out registered office at ..... (herein after call "the bank") are bound unto Director of Education, Directorate of Education, govt, of NCT of Delhi, Old Secretariat, Delhi 110 054 in the sum of Rs. .... ( Rupees in words ) for which payment well and truly to be made to the said Director of Education the Bank binds itself, his successors and assigns by these presents.

SEALED with the common seal of the said bank this ..... day of ..... year.

THE CONDITIONS OF this obligation are:

- (1) If after tender opening the contractor withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the form of tender:
- (2) If the contractor having been notified of the acceptance of his tender by the Directorate of Education:
  - (a) fails or refuses to execute the form of agreement in accordance with the instructions to contractor, if required: OR
  - (b) fails or refuses to furnish the performance guarantee, in accordance with the provisions of tender document and instructions to contractor OR
  - (c) fails or refuses to start the work, in accordance with the provisions of the contract and instructions to contractor OR
  - (d) fails or refuses to submit fresh Bank guarantee of an equal amount of this Bank Guarantee, against Security Deposit after award of contract.

We undertake to pay to the Director of Education up to the above amount upon receipt of his first written demand, without the Director of Education having to substantiate his demand, provided that in his demand the Director of Education will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to six months after the deadline for submission of tender as such deadline is stated in the instructions to contractor or as it may be extended by the director of Education, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE

Signature of bank

Witness

Seal

Signature Name and address.

ADVERTISEMENT

**DIRECTORATE OF EDUCATION, GOVT OF NCT OF DELHI**  
**OLD SECRETARIAT, DELHI-54**

Tender ID No.2018\_DE\_148640\_1

Online Tenders through e-procurement system are invited under two-bid system i.e. (i) Technical Bid and (ii) Financial Bid, from reputed firms for Event Management for Career Conclave for secondary class students and awareness camp for the parents to be held on 1<sup>st</sup> & 2<sup>nd</sup> May, 2018 at Hall No. 7(A to H) of Pragati Maidan, New Delhi (as per annexure-II). The work is to be completed on 30 April 2018(only one day) so as to function the stalls on 1<sup>st</sup> May 2018. The prescribed tender form along with applicable terms and conditions are uploaded on the govt. e-procurement website and can be downloaded from <https://govtprocurement.delhigov.in> Bids will be accepted online only. The estimated cost of the tender is below Rs.30.00 lacs (Rupees Thirty lakh only)

Date of uploading on website	4-4-2018
Last date of submission of EMD, affidavit, undertaking & signed documents	23-4-2018 ( 11.00 noon)
Date & time of online closing of tender	23-4-2018 ( 1.00 pm)
Opening of Technical Bid	23-4-2018 (3.30 pm)
Opening of commercial bid of the technically qualified bidder	To be decided later

RAVINDER KUMAR  
DDE (CTB)

## **MEDIA PLAN**

- 1. Hindustan Times**
- 2. Statesman**
- 3. Navbharat Times**
- 4. Amar Ujala**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: CARETAKING BRANCH  
ROOM NO. 256, OLD SECTT., DELHI-110054.

No. FI /530/CTB/2017-18/Part file/

Dated:

**CERTIFICATE FOR COMPLIANCE OF CONTENT REGULATIONS OF  
GOVERNMENT ADVERTISEMENT**

This is to certify that the contents of the proposed advertisement, which is a Tender Notice, is in accordance with the guidelines prescribed by the Hon'ble Supreme Court of India vide its judgement dated 13.05.2015 and 18.03.2016 on the guidelines of Content Regulations of Govt. Advertisement.

**Tender ID No.:2018\_DE\_**

Online Tenders through e-procurement system are invited under two-bid system i.e. (i) Technical Bid and (ii) Financial Bid, from reputed firms for Event Management for Career Conclave for secondary class students and awareness camp for the parents to be held on 1<sup>st</sup> & 2<sup>nd</sup> May, 2018 at Hall No. 7(A to H) of Pragati Maidan, New Delhi (as per annexure-II). The work is to be completed on 30<sup>th</sup> April 2018(only one day) so as to function the stalls on 1<sup>st</sup> May 2018. The prescribed tender form along with applicable terms and conditions are uploaded on the govt. e-procurement website and can be downloaded from <https://govtprocurement.delhigov.in> Bids will be accepted online only. The estimated cost of the tender is below Rs.30.00 lacs (Rupees Thirty lakh only)

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DIRECTOR  
DIRECTORATE OF EDUCATION

शिक्षा निदेशालय, दिल्ली सरकार  
पुराना सचिवालय, दिल्ली - 110054

Tender ID No. : 2018\_DE\_148640\_1

निदेशक, शिक्षा निदेशालय, पुराना सचिवालय, दिल्ली-54 की ओर से दि-बोली निविदा प्रणाली अर्थात (1) तकनीकी निविदा (2) वित्तीय निविदा के तहत सरकारी कर्तव्यों हेतु 1 व 2 मई को प्रगति मैदान के हाल नंबर 7 (A से H) में माध्यमिक कक्षा के छात्रों के लिए "करियर कौकलेव" एवं छात्रों के माता-पिता के लिए जागरूकता शिविर के प्रबंदन के लिए ई-प्रापण सिस्टम के ज़रिए ऑनलाइन निविदाएं आमंत्रित हैं। लागू कार्यशर्तों सहित निर्धारित निविदा फॉर्म सरकारी ई-प्रापण वेबसाइट <https://govtprocurement.delhi.gov.in> पर उपलब्ध है जहाँ से इन्हें डाउनलोड किया जा सकता है। निविदा की अनुमानित लागत लगभग 30 लाख रुपये है।

- |   |   |                                     |
|---|---|-------------------------------------|
| 1 | वेबसाइट पर अपलोड की तिथि  | 4-4-2018 (बुधवार)                   |
| 2 | धरोहर राशि शपथपत्र, अंडरटेकिंग तथा हस्ताक्षरित दस्तावेज जमा कराने की अंतिम तिथि | 23-4-2018 ( 12.00 अपराह्न) (सोमवार) |
| 3 | ऑनलाइन निविदा बंद होने की अंतिम तिथि  | 23-4-2018 ( 2.00 अपराह्न) (सोमवार)  |
| 4 | तकनीकी निविदा खोलने की तिथि   | 23-4-2018 ( 3.30 अपराह्न) (सोमवार)  |
| 5 | वित्तीय निविदा खोलने की तिथि  | तिथि बाद में निश्चित की जाएगी       |

रवीन्द्र कुमार  
उप शिक्षा निदेशक