



Division of Agricultural Engineering
ICAR-Indian Agricultural Research Institute, New Delhi-110012



F.No. No. Convocation/2018-19/Backdrop/AE

Dated: 26.12.2018

Subject: On-line tender for “Backdrop and other related decoration” for the Convocation, 2018-19 to be held at IARI, New Delhi

Sir,

Online bids are invited in two bid system (i) Technical bid (ii) Financial bid on behalf of Secretary, ICAR, New Delhi from eligible bidder for **“Quotation for Convocation, 2018-19”** purchase/hiring of items for **“Backdrop and other related decoration”**. The last date for submission for above bid through online is **18th January, 2019** up to 13:00 hours. The bid will be opened on **19th January, 2019** at 15:00 hours. **Pre-bid conference for any clarification will be held on 9th January, 2019 at 2.30 PM in Division of Agricultural Engineering IARI, New Delhi.**

Instructions to the bidder and terms & conditions of tender:

1. The rates quoted shall be valid for a minimum period of 180 days from the last date fixed for the receipt of quotations.
2. The rates quoted shall be final and inclusive of **GST, delivery and installation at the site** i.e. near Dr. B.P. Pal Auditorium, IARI, New Delhi-110012.
3. If taxes, duties or any other charges over and above the rates quoted leviable actual percentage of such taxes/duties/other charges should be clearly indicated.
4. Full specifications of the article quoted for shall be given in the quotation along with **Sample with specification** /literature/pamphlet/drawing etc. User list of the quoted document may also be additionally provided for reference.
5. Supply is to be made by any convenient mode of transport at supplier's risk unless otherwise specified.
6. In case the material is supplied through an authorized agent, manufacturer shall be responsible for the successful installation of the equipment. The manufacturer shall be liable to any penal action for the shortcomings of the authorized agent. Any payment that is to be made separately to the agent if any shall be clearly mentioned in the quotation.
7. Supply is to be made by any convenient mode of transport at supplier's risk unless otherwise specified.
8. The bid should be accompanied with earnest money of **Rs. 3000/- (Rs. Three Thousand only)** in the form of D.D./Pay Order/ Fixed Deposit Receipt/ Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi as mentioned against each of the item/equipment together with the technical bid, in the absence of which the price bid, if any, will not be opened under any circumstances.
9. No interest on security deposit and earnest money deposit shall be paid by the Institute to tenderer.
10. The EMD shall be refunded to the unsuccessful bidders after finalization of the quotation. In case of successful bidder, it can be adjusted towards security deposit which is 5-10% of the order value in the

form of D.D./ Pay Order/ Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi and shall remain valid for 60days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the equipment/goods costing Rs.1.00 lakhs (Rs. One Lakh) or more. Here would however, be no performance security deposit for equipment/goods costing less than Rs. 1.00 lakh (Rs. One Lakh).

11. Payment will be made by mode of e-payment to the supplier/firm after satisfactory completion of work and receipt of pre-receipt bills triplicate. In case of foreign currency payment shall generally be made through LC directly to the manufacturer.
12. The Director IARI, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
13. The firm should have sufficient experience in supplying respective items (Attach proof)
14. Pre-bid conference for any clarification will be held on 9th Jan, 2019 at 2.30 PM in **Division of Agricultural Engineering IARI, New Delhi.**
15. Scanned copy of GST/PAN Nos as well as EMD need to be uploaded through online bid
- 16. Quotations not complying with the above conditions are liable to be rejected.**
17. In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrators appointed by the Secretary, ICAR, NewDelhi. His decision will be final and binding on both parties (Supplier and Purchaser).
18. The firm should have minimum 4 years' experience in concern area from the current date for the gathering of minimum 1000 people (attach the scan copy of work experience).
19. The quality of material used will be monitored by the team of technical expert of IARI.

The following documents must be seen before apply

1. Scanned copy of GST No.
2. Scanned copy of PAN Card No.
3. Scanned copy of Earnest Money Deposit (EMD)

Item. No.	Description of the Item	Qty. Req. (Approx.)	Unit rates	Total Amount
1	Backdrop and other related decoration	annexure-1	-	-

**Asstt. Admn. Officer
Agricultural Engineering**

BACKDROP AND OTHER RELATED DECORATION

Required for 04-08th Feb 2019; for main convocation pandal it should be ready by 7th Feb, 2019 + 8th Feb (morning) 2019.

EMD of Rs. 3000/- in the form of DD/Pay Order payable to the Director, IARI should be enclosed with quotation.

Sl. No.	Item Description	Item Code / Make	Quantity	Units
1	Vertical Pole flags: (Text and logo printed on Star Flex in multi colour flags fixed vertically on the existing electrical poles leading to the auditorium in the IAR. Height of the poles should be 15 feet)	item1	40.000	Nos
2	Backdrop for IARI auditorium: (Backdrop for IARI auditorium printed with text and logo on Star Flex mounted on 1"MS pipe frame fixed on self supporting stand. Size: 20' x 20' = 400 Sq. feet)	item2	1.000	Nos
3	Vertical backdrop for IARI Auditorium: (Vertical backdrop of the function printed with text and logo on Star Flex mounted on 1"MS pipe frame fixed on self supporting stand size: 4' x 8')	item3	1.000	Nos
4	Backdrop (printed with text and logo on Star Flex mounted on 1"MS pipe frame fixed on self supporting stand for different lectures* Size: 20' x 12' = 240 sq. feet to be fixed in the auditorium on specified dates)	item4	4.000	Nos
5	Welcome backdrop: (Welcome backdrop at IARI Pusa Gate, Inderpuri and Pusa Gate roundabout, printed with text and logo on Star Flex mounted on 1"MS pipe frame fixed on self supporting stand Size: 16' x 8' = 128 sq. feet)	item5	3.000	Nos
6	Backdrop on Star Flex for main entrance of gate of IARI auditorium: (mounted on iron frame printed with text and logo fixed on self supporting stand. Size: 20' x 6' = 120 sq. feet)	item6	1.000	Nos
7	Programme display towers four sides: (Printed with text and logo on Star Flex mounted on 1"MS pipe frame fixed on self supporting stand near main gate of auditorium)	item7	1.000	Nos
8	Podium logo (Podium logo for different sessions for the convocation to be fixed in the auditorium on specified dates)	item8	3.000	Nos
9	Main Backdrop for the convocation: (Main backdrop for the convocation printed with text and logo on Star Flex mounted on 1"MS pipe frame fixed on self supporting stand behind the main dais. Size: 50' x 13')	item9	1.000	Nos
10	Seating arrangement boards: (Stainless Steel Indication boards for seating arrangement with laser printed seating classification like entrance, exit, stop, VVIPS, guests, faculty degree recipient, student and parking etc. on self standing support.)	item10	15.000	Nos
11	Backdrop: (Iron frame mounted Star Flex boards printed with text etc. fixed on self supporting stand behind the main auditorium. Size: 18' x 9' = 162 sq feet)	item11	1.000	Nos

12	Backdrop: (Iron frame mounted boards with one text printed on Star Flex fixed on self supporting stand behind the main auditorium. Size: 15' x 9' = 135 sq feet)	item12	2.000	Nos
13	Backdrop for photo session: (printed with text and logo on Star Flex mounted on 1"MS pipe frame fixed on self supporting stand. Size: 15' x 3')	item13	1.000	Nos

Note: Sample with specification for the required items must be submitted.