



SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH

(Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities, Govt. of India)
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.
Website: www.svnirtar.nic.in, E-mail: nirtar@nic.in & svnirtar@gmail.com

Ref. No: DKS24/03

Date: 28.06.2024

NOTICE INVITING TENDER

For arrangement of Exhibition stalls, tents, stage ramps etc. for the Divya Kala Mela & Divya Kala Shakti programme at Bhubaneswar during 05.07.2024 – 11.07.2024.

Name of work	Last Date and time of submission of Tender	Date and time of opening of Technical Bid
Arrangement of Exhibition stalls, tents, stage ramps etc. for the Divya Kala Mela & Divya Kala Shakti programme at Bhubaneswar during 05.07.2024 – 11.07.2024	30.06.2024 11:00 hrs	30.06.2024 11:30 hrs

Quotations are invited from Event Organizers possessing valid PAN & GST registration, who have executed similar works for other Government departments/ Public sectors/ reputed Organizations, for execution of the above work so as to complete the same within specified time period.

The tender papers are available on the website i.e. www.svnirtar.nic.in which can be downloaded, filled up, signed and submitted with required documents. Interested parties may send their Tender Papers super-scribing as "Tender for Exhibition stalls for the DKS & DKM programme" addressed to The Director, SVNIRTAR, through Speed Post/Registered Post/Courier or drop the same inside Tender box available at the address given below so as to reach on or before the last date and time for submission of tender.

The Director,
Swami Vivekanand National Institute of Rehabilitation Training & Research
Olatpur, PO: Bairoi, Dist: Cuttack 754010

Bidder may also send the signed and scanned bid through email to svnirtar.ind@gmail.com.

The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Director
SVNIRTAR, Olatpur



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GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

1. Price to be filled up in the prescribed format at **Schedule-A** clearly both in figures as well as in words (wherever asked so). Any ambiguity in quoting the rates shall disqualify the bidder.
2. Bidders are requested to visit the sites, check the present conditions, and understand the requirements properly before quoting the rates.
3. The rates are to be quoted in Indian currency only. The rates and taxes etc. will remain unchanged throughout the contract period.
4. Quotation must accompany the following documents:
 - a) Copy of PAN
 - b) Copy of valid GSTIN
 - c) Proof of experience in event management/ tent house & stall arrangement for meetings/ conferences and related activities
5. All the items mentioned in the BOQ are to be supplied/ fabricated/ arranged by the Event Organizer on rental basis, for using them during the inaugural event. After the event all the materials shall be taken back by the Event Organizer.
6. SVNIRTAR would award the contract either for all the items or some of the items mentioned in the BOQ. The requirements/ quantities may be altered by SVNIRTAR, as and when required depending upon the situation.
7. No residential accommodation can be provided to the Event Organizer or his team of workers during execution of work.
8. The standards, specifications and safety norms are to be maintained by the Event Organizer, as per respective Government rules/ notifications.
9. The Event Organizer shall use own tools, equipments etc. as required for the execution of work.
10. The Event Organizer is responsible for due compliance of laws/ norms relating to safety during execution of work. The entire risk and responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the Event Organizer.
11. The contract shall be covered by Contract Labour (Regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) Central Rule 1971 with all amendments.
12. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
13. The Event Organizer must have sufficient & competent work force to do the repair and maintenance works promptly.
14. The Event Organizer shall execute the contract through own work force. Sub-contracting will not be allowed.
15. All works shall be executed in consultation with and as per instructions of Officers-in-charge. All equipments/ materials/ design/ quality/ performance etc. shall be got approved by Officers-in-charge before using them during the event.
16. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.

17. The Event Organizer shall not cause any damage to the work, nor shall hinder other Event Organizers' works. The cost of any damage done by the Event Organizer to the existing infrastructure of the venue or other Event Organizers' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.
18. Upon award of contract the Event Organizer shall submit designs, material specifications and execution plan and get all of them approved by the Officer-in-charge before going for fabrication and erection. If needed, the Event Organizer shall submit multiple options for design of stalls, tents etc.
19. All arrangements have to be completed by the following date and time, so that all related programmes are not hampered.
 - (i) All tents for food stalls (if required) have to be made ready by 10:00 am on 01.07.2024.
 - (ii) All exhibition stalls are to be made ready by 10:00 am on 04.07.2024.
 - (iii) The tent house for green room has to be made ready by 10:00 am on 04.07.2024.
20. In case the date of event is modified, the same shall be intimated well in advance and accordingly the date of rehearsal shall be on the previous day.
21. Execution of works including fabrication, installation, connections, setup and finishing etc. (as per work order) is the entire responsibility of the Event Organizer. No extension of time shall be allowed for the completion of work. Penalty of 2% of value of contract shall be levied for every hour or part thereof towards delay in completion of work, subject to a maximum deduction of 50% of value of contract.
22. Payment shall be released approximately within 15 days after satisfactory execution of work, as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.
23. The quantities of items mentioned in BOQ are approximate quantities. The quantities actually required at site may vary. Payment shall be made as per actual quantities of items/ works executed at site.
24. In case the Event Organizer commits any breach of contract, the Institute may at any time by Notice in writing summarily terminate the contract without compensation to the Event Organizer for any reason.
23. DISPUTES & ARBITRATION:
 - a) All the disputes relating to the meaning and instructions under this contract hereinbefore mentioned shall be referred to the High Court of Odisha, Cuttack and any decision in this regard would be final for both the parties.
 - b) Director of Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR) reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.

Director

The bidder has to sign below as a token of acceptance of the above terms and conditions.

Authorized signatory with seal and date :

Name of bidder/ firm with complete postal address :

SCHEDULE – A

BOQ : (To be filled up by the bidder)

Name of work : Arrangement of Exhibition stalls, tents, stage ramps etc. for the Divya Kala Mela & Divya Kala Shakti programme at Bhubaneswar during 05.07.2024 – 11.07.2024

Sl.No.	Description	Qty.	Rate (₹)	Amount (₹)
1	<ul style="list-style-type: none">Exhibition Stalls of size 8'x6' floor area including suitable framework (preferably Aluminium), ceiling, walls, front tables, display tables, 2 chairs, lights and fans etc. for 6 days (from 05.07.2024 till 11.07.2024).The roof of the stall to be extended on front side for about 6' to provide shed to the visitors against rain and sun light.All the stalls to have suitable roofing material to prevent rain and sun light.	50 nos.		
2	Fully covered Tent house for making temporary green room or any other purpose (if required) for Divyang participants including frame work, fabric walls & ceiling to prevent rain & sun light near auditorium including lights and fans.	400 sqft.		
2	Tent house with partially covered walls (if required) including frame work, fabric walls & ceiling to prevent rain & sun light.	400 sqft.		
Total :				
GST :				
TOTAL : (Rupees				

Bidder's signature with date :