



## **MORARJI DESAI NATIONAL INSTITUTE OF YOGA**

(An autonomous organization under Ministry of AYUSH, Govt. of India)

68, Ashok Road, Near Gole Dak Khana, New Delhi – 110 001

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File No.MDNIY/S&P/2016-17/509

Dated: 12<sup>th</sup> April, 2016

To

M/s Vaish Tent House,  
10032/2, Motia Khan,  
Pahar Ganj, New Delhi – 110 055

**Subject: Quotations for arrangement & Installation of stage (within the Talkatora Indoor Stadium) on hiring basis for the INTERNATIONAL YOGA FEST-2016 – A Curtain Raiser for IDY-2016 to be organized at Talkatora Stadium, New Delhi during 20<sup>th</sup> to 22<sup>nd</sup> April, 2016.**

Sir,

**Morarji Desai National Institute of Yoga (MDNIY) an autonomous Organization under Ministry of AYUSH, Govt. of India, is organizing an event known as INTERNATIONAL YOGA FEST-2016 – A Curtain Raiser for IDY from 20-22 April, 2016 at Talkatora Stadium, New Delhi. Accordingly, the Institute invites sealed quotations for arrangement & Installation of stage etc. (within the Talkatora Indoor Stadium) on hiring basis for the same to be organized at Talkatora Stadium, New Delhi during 20<sup>th</sup> to 22<sup>nd</sup> April, 2016. You are requested to submit your Technical Bid (Annexure-I), Financial Bid (Annexure-II) and Terms and Conditions (Annexure-III) for the above work.**

**The above jobs subject to the following terms and conditions:**

1. Sealed quotation addressed to the Director, MDNIY, superscribing on the top of envelop as **“Quotation for Installation/Erection of Stage etc.”** should reach this office latest by **17.04.2016 upto 11.00 am.**
2. **The EMD amounting to Rs.15,000/- (Rupees fifteen thousand only) will be submitted along with the quotation in favour of “Morarji Desai National Institute of Yoga” New Delhi through Bank Draft/ Pay Order/FDR/Bank Guarantee only.**
3. **Digging of ground within the premises of Talkatora Indoor Stadium is not permitted for any purpose. This may kindly be noted while submitting the quotation.**
4. Quotation received after closing date and time will not be entertained.
5. The amount quoted by the firm and accepted by the Institute will be final. No other charges/increase in rates will be acceptable to MDNIY at a later date, in any case in respect of the order and quantity/No. of items. However, payment in respect of items ordered over and above the initial work/supply order placed on the firm by the MDNIY shall be paid as per approved rates.
6. The firm which has quoted the rates and are successful in getting award for the above work but are unable to accept the contract due to any reason, their EMD will stand forfeited.

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7. **The quantity/Nos. of tents mentioned in the Quotation letter are only indicative and the same is likely to be increased/decreased by the Competent Authority in MDNIY. Therefore, the Bidders may quote the rates per item, per sq. ft. subject to actual measurement and utilization of the items provided by the successful bidder against the work order.**
8. Payment will be made subject to issued checks and as per Govt. Rules/Procedure governing the contractual obligations.
9. The Institute reserves the right to accept or reject any quotation without assigning any reason thereof.
10. All the disputes shall be subject to Delhi jurisdiction only.

Yours faithfully,

( Dr. I.V. Basavaraddi )  
Director

Copy to:-

C&DO – With the request to upload the same on the website of the Institute.

**MORARJI DESAI NATIONAL INSTITUTE OF YOGA  
68, ASHOK ROAD, NEW DELHI – 110 001**

**(TECHNICAL BID)**

**Arrangement & Installation of stage and materials on hiring basis for the INTERNATIONAL YOGA FEST-2016 to be organized at Talkatora Indoor Stadium, New Delhi during 20<sup>th</sup> to 22<sup>nd</sup> April, 2016.**

1. Last date for submission of quotation is 17<sup>th</sup> April, 2016 upto 11.00 am.
2. The Technical bid will be opened on 17.04.2016 at 12.00 Noon. (Nominated/authorized representative of the bidder is invited to be present). The financial bid will be opened only of those firms who are found technically qualified on the same day and time.
3. The tender to be submitted as per detail given below:

1	Name of the Firm	
2	Registered Office in Delhi/NCR	
3	Regional Office	
4	Telephone / Mobile Nos.	
5	E-mail address	
6	Fax Nos.	
7	Contact person with Mobile Nos.	
8	Company Profile	Copies enclosed at page No.....to.....
9	Registration with Government/ Semi Government Organization	Copies enclosed at page No.....to.....
10	Registration of Company with Registrar of Companies / Individual Proprietorship	Copies enclosed at page No.....to.....
11	Income Tax Permanent Account No.	Copies enclosed at page No.....to.....
12	Service Tax No.	Copies enclosed at page No.....to.....
13	Enclosed Terms and Conditions duly signed with Firm's Seal, if accepted.	Enclosed at page No.....to.....

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14	Detail of Demand Draft. (The Demand Draft should be in favour of Morarji Desai National Institute of Yoga, New Delhi payable at New Delhi and should be attached with the Technical Bid only)	D.D.No. _____ Dt. _____ Amount Rs. _____ Name of the Bank _____ _____
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Note:

- a) All the copies should be self attested with company seal.
- b) All the enclosures should have the page numbering.
- c) The page numbers of relevant copies of Sl.No.8 to 14 shall be mentioned in the required columns.
- d) The Earnest Money of Rs.15,000/- (Rupees fifteen thousand only) is payable through demand draft drawn in the name of Morarji Desai National Institute of Yoga, New Delhi.
- e) Tender should be submitted separately in two envelopes **duly sealed/ taped** i.e. one Technical Bid containing required documents with EMD mentioning **Technical Bid** on the envelope and second containing Financial Bid mentioning **Financial Bid** on the envelope. Both the envelopes containing Technical and Financial Bids separately should be placed in one big envelope **duly sealed/ taped** mentioning the **Tender for Tent Arrangement**.
- f) Technical Bid must contain all the aspects of Eligibility Criteria.
- g) Site can be visited on any working day from 13-15 April, 2016 from 10.00 hrs to 12.00 hrs. in consultation with any officer of the Institute.
- h) Incomplete form may cause for rejection of the tender.

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**MORARJI DESAI NATIONAL INSTITUTE OF YOGA  
NEW DELHI**

**TENDER FORM**

**(Financial Bid): Arrangement for Stage etc.**

Name of the Firm	
Registered Office (at Delhi)	
Telephone / Mobile Nos.	

Sl. No.	Items	Rate (per item, per sq. ft. as the case may be)	Rate (one day)	Total cost
1	Main Stage (36' X 24'X 3' height) in the main Indoor Stadium.	Sq. ft.		
2.	12500 sq. ft. good quality and good looking carpet.	Sq. ft.		
3	30 Sofa Sets leather-lite.	Each		
4	350 Banquet Chairs with cover.	Each		
5	Sound Console. (24'x6')	Sq. ft.		
6	Center Table 10 Nos.	Each		
7	VIP Chairs 20 Nos.	Each		
8	One LED (12'x10')	Sq. ft.		
9	Two LED (8'x8')	Sq. Ft.		
10	Two Podiums good looking/best quality	Each		
11	6000 sq. ft. White Chandni Cotton	Sq. ft.		
12	Floral decoration – 01 stage, 01 Rangoli, 20 bouquets	(LS)		

Rates will be inclusive of all cartage and labour charges.

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**MORARJI DESAI NATIONAL INSTITUTE OF YOGA, NEW DELHI**  
**Terms and conditions for Installation of Stage etc. on hiring basis during**  
**INTERNATIONAL YOGA FEST-2016 (from 20.04.2016 to 22.04.2016)**

**1. Eligibility Criteria:**

- a) The Firm should be well versed with Installation/Erection of Stage etc. and supply of materials with minimum experience of five years. The copies of orders showing experience of 5 years should be enclosed.
- b) The Firm should have Permanent Account Number.
- c) The Firm should have Service Tax Account Number.
- d) The Firm should submit the EMD for Rs.15,000/- in favour of Morarji Desai National Institute of Yoga in the form of Demand Draft/FDR/Bank Guarantee only.
- a) Carpets
  - i. The carpets for Stage/floor/stairs at venue and for other adjoining space should be of good quality.
  - ii. All the carpets should be neat and clean
  - iii. The carpets should be spread properly
- c) Stage
  - i. The stage should be prepared in curve shape as per specified area.
  - ii. The size of stage will be as per requirements of MDNIY as given in the financial bid.
  - iii. The back side of stage should be covered with good quality curtains in curve shape as per location of minimum 15' height.
  - iv. The good quality carpets should be spread on the stage and curtains/Jhaller should be around the stage suitable to the occasion.
- d) Sofa sets of good quality for VIP's
- e) Chairs with neat and clean covers.
- f) Silent Generator for arrangement of light for venue and other covered areas.
- g) Sufficient manpower like Supervisors, electricians, generator operators, helpers and cleaners etc.
- h) Other required items.
- i) Any other items, if required should be intimated.

**2. Other Scope of work and responsibility of the Firm:**

- a) The rates for hiring should be inclusive of cartage, fixing charges, operation charges and dismantling charges etc.
- b) **The entire arrangement / fixing of Stage etc. must be completed latest by 19.04.2016 positively.**
- c) The Firm's representative should attend the meeting before fixing of stage and also attend meetings as and when required and follow the instructions given during the meeting with the Director or Authorized persons.
- d) The required quantity of items will be informed 2-3 days before the date of event.
- e) The quantity may be increased or decreased which will be informed in the evening of each day and payment as per actual present items will be made.
- f) The Firm will deploy the sufficient manpower for maintenance etc. at their own expense.

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- g) All the area of Venue where the stage installed should be clean and hygienic with special care of cleanliness. The Firm shall deploy sufficient Safai Karamcharies to maintain cleanliness and Firm shall be responsible to remove all the disposable items from the event area and throw them in the NDMC dustbins placed at outside the premises.
- h) Damages of goods/ items due to any reason, if any, from your showroom/godown to venue and also during the event will be the responsibility of the firm.
- i) The Firm shall comply with the entire legal requirement and for obtaining licence of contract in respective field etc. under the relevant laws and no person below the age of 18 years shall be deployed.
- j) The Firm should ensure that the manpower deployed by them observe a high standard of conduct and behaviour and do not indulge in any anti-social activities during the course of such deployment and also that in no case there will be breach of contract.
- k) The MDNIY shall not be responsible for any physical damage or harm to any manpower deployed by the Firm during the course of execution of the contract.
- l) The Firm shall maintain the coordination with the other suppliers of Sound Systems, Backdrop and banners and Decorators from time to time.
- m) The Firm shall follow the instructions and coordinate in consultation with the Authorized Officers by MDNIY from time to time.
- n) The tent shall be dismantled and removed from the premises of event on or before 23.04.2016.
- o) Advance payment in any condition will not be made.
- p) The Firm shall not engage any sub contractor or transfer the contract to any other person/Firm.
- q) If, the Firm fails to fix the stage properly latest by 19.04.2016, fails to provide satisfactory services during the event or did not supply the required/sufficient items, the Performance Security of Rs.15,000/- will be forfeited without any dispute and penalty clause will be invoked.
- r) The Institute does not bind itself to accept the lowest or any other quotation, and reserves to itself the authority to reject any or all the quotations received without assignment of any reason. All quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- s) All the legal matters arising out of the agreement shall be subject to Delhi jurisdiction.

**3. Penalties:**

- a) If the firm fails to execute the contract fully or partially, the firm shall be black listed and Performance Security will be forfeited without prejudice to any other legal action by MDNIY.
- b) If any items/ quantity not supplied in time – Rs.1000/- per hr.
- c) Supply of dirty or not in good condition of Carpet – Rs.5000/- per day.
- d) Supply of dirty or not in good condition of table, chair and table cloth, frill etc. – Rs.5000/- per day.
- e) Not obeying the instructions of the Director or authorized person – Rs.1000/- per occasion.
- f) The booking at Talkatora Stadium is upto 10.00 PM on 22.04.2016. Accordingly, the stage etc. and other material is to be removed from the premises of Talkatora Indoor Stadium by 22.04.2016, failing which entail Penalty of Rs.5,000/- per day upto 23.04.2016 and thereafter penalty will be Rs.10,000/- per day.

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Space will be provided by MDNIY to the Caterer for preparation of food. All other arrangements for the tent and catering arrangement shall be made by the Caterer.

2	<p>Tent with sun light proofing (No digging of land within the premises of Talkatora Stadium is permitted)</p> <p>(i) 15'X10' – 03 Nos. at the entrance of Gate No.3, two tables + two chairs + 02 Pedestal fans (in each tent). (for Reception, Registration etc.)</p> <p>(ii) 10'X10' – 10 Nos. to the corresponding wall of the auditorium in one row. Two tables + 02 Chairs + 02 Pedestal fans (in each tent). (For Exhibitions, Stalls etc.)</p> <p>(iii) 30'X30' – 08 Nos. – Two tables + 02 Chairs + two noiseless Air Coolers. (for Workshops in each tent)</p> <p>(iv) Paid Canteen – 40'X30' with Round Tables (10 Nos.) and two noiseless Air Coolers.</p> <p>(v) Tent (90'X60') for Breakfast/Lunch for about 2000 + persons.</p> <p>(vi) Arrangement for dinner for about 300 Invitees/Guests – Round Tables + Chairs with Cover only – No Tent erection.</p>			
3	Erection of two Welcome Gates – one near the round about of Gate No.3 side and one at the Gate No.3.			
4.	<p>(i) Decoration of Indoor Stadium Entry Gates inside the premises on VIP entry side with Garlands of fresh flowers;</p> <p>(ii) Decoration of main hall with balloons etc.</p>			
6	Rough Mat will be spread in all the tents and covered with Red Carpet.			
7	Red Carpet in full corridor outside the main Indoor Stadium. (on actual measurement)			
10	Central Table with Glass top			
11	Table 6' X 3' Flat top (good quality) with cloth & falls			
12	Halogen Light 500 wt.			
12	White light			
14	Decorative light			
18	Silent Generator for supply of electricity (of full capacity to provide required electricity)			
19.	Service Tax, if any	.....		
20	<b><i>Any other items for the arrangement, if required/ desired by MDNIY should be supplied without any extra cost.</i></b>			

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