

Zonal Workshop of KVKs , UBKV, Cooch Behar

NIT Ref. No. : 181/UBKV/Est. Date: 17.05.2019

NOTICE INVITING TENDER (NIT)

Sealed Tenders invited from the bonafide, reputed agency having sufficient experience of managerial and financial capacity for supply, installation and operation and providing of different services like Generator, Pandal etc. as per ANNEXURE – I (Sl. No. 01 to 07) in connection with **Annual Zonal Workshop of KVKs** which will be held during 08.06.2019 to 10.06.19 at *Uttar Banga Krishi Viswavidyalaya (UBKV), Pundibari, Cooch Behar.*

Procedure for Submission of Proposals

The proposals must be submitted with a forwarding letter on his/her own official letter pad in a single sealed envelope containing the followings:

1. Financial Proposal as per format given in the Annexure –II.
2. A copy of this Bid Document signed by the bidder in each page.
3. Self-attested photocopy of valid Trade Licence, PAN, GST Registration, P.Tax and the relevant certificates must be submitted along with the bid.
4. Relevant Credential certificates for previous works in Govt./Semi Govt. organization.

Address for the Bid Submission and Correspondence

A single sealed envelope with all requisite documents mentioning the subject as ***“TENDER FOR PROVIDING GENERATOR ON RENTAL BASIS AND PANDAL ETC. DURING ZONAL WORKSHOP OF KVKs”*** should be dropped by hand in the Tender Box in the Receipt and Despatch section to the Office of **The Director of Extension Education, Agricultural Technology Information Centre (ATIC), UBKV, Pundibari – 736165, Cooch Behar.** For any enquiry correspondence may be made to – Director of Extension Education (Contact No. 7584002617) / Senior Scientist Head (Contact No. 863781252), Cooch Behar Krishi Vigyan Kendra, Pundibari – 736165, Cooch Behar, West Bengal.

Tender Schedule

Event	Date & Time
Date of Publication of NIT	17.05.2019
Last date and time for submission of NIT	30.05.2019 up to 03.00 pm
Opening of Financial bids	30. 05.2019 at 04.00 pm
Venue of Opening of Bids	Office of the Registrar, UBKV, Pundibari.

General Terms and Conditions

1) Bids to be submitted by the forwarding letter in the own letter head in prescribed financial format in annexure – II with signature, seal and date. The bid should be addressed to the Director of Extension Education, *Uttar Banga Krishi Viswavidyalaya*, Pundibari, Cooch Behar.

2) A single sealed envelope containing all supporting documents including financial bids is to be dropped by hand in Tender Box specifically kept for the purpose in the Receipt and Despatch section in the Office of The Director of Extension Education, Agricultural Technology Information Centre, UBKV, Pundibari – 736165, Cooch Behar.

3) Sealed envelope must bear the NIT Ref. Number on the Top of it with mentioning the subject as **“TENDER FOR PROVIDING GENERATOR ON RENTAL BASIS AND PANDAL ETC. DURING ZONAL WORKSHOP OF KVKs”**.

4) All rates shall be inclusive of transportation, consumable, fuel (HSD), carrying, installation, dismantling, salary and wages of Operators/ Technicians and labourers and any other incidental charges.

5) Payment to be made after completion of job to the fullest satisfaction of University authority. Zonal Workshop for KVKs is a very prestigious event of the University in presence of Highest Dignitaries. Any discrepancy in execution of the job may liable to charge penalty or may even liable to blacklisting of agency as may be decided by the University.

7) Uttar Banga Krishi Viswavidyalaya (UBKV) reserves the right to accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability for the UBKV.

Enclosure: Specimen copy of Annexure – I & II.

Sd/-
Registrar (Actg)

ANNEXURE - I

Sl. No.	Particulars of Work	Quantity
1	Hiring of 10 KVA Generator, Temporary Installation, connection with all necessary switch gears , cables providing individual operator (for each generator) and fuel of the generator for Prof. B.N. Chatterjee Memorial Hall, Dr. Pranab Gayen Memorial Hall, Agril. Extension Annex Room, Agril Statistics Seminar Hall, Agril. Entomology Seminar Hall, and Meeting Room of the Directorate of Extension education for 2 days (08.06.19 to 09.06.2019)	6 nos.
2	Cooler for Dining space and temporary wiring for cooler point (if necessary), Led Light for Dining space, cooking arena , display stall and Led Focus light for Outdoor and temporary installation for 2 days (08.06.19 to 09.06.2019)	6 nos Cooler, 10 nos. LED Light for Dining Space ,4nos led light for cooking area, 4 nos. LED Focus light for outdoor and 4 nos led tube for display stalls.
3.	Fiber Chair , table with clean cover for dining space ; partition for Dining hall, VIP enclosure Seminar Chair (Steel with cushion) for 2 days (08.06.19 to 09.06.2019)	Table : 65 nos, Armless chair : 250 nos, cloth partition : Length 40' and high 10', VIP enclosure : 15' x 15' four sides covered with cloth (4' upward from floor and 2' downward from top) with one door opening Seminar Chair-30 Nos.
4.	Low height tables for Dias with VIP Chairs for Dignitaries ; flower decoration with spreading type table & hand bouquet, railing decoration; floral decoration at the entrance of ATIC Auditorium; provision for wooden platform with carpet at the entrance of auditorium; Big size umbrella for 2 days (08.06.19 to 09.06.2019)	8 nos. of tables and 16 nos. of VIP Chairs Table bouquet – 18 Nos. Hand bouquet – 40 Nos. Big size umbrella 10 nos (1 for each car)
5.	Entry gate at the turn of ATIC Auditorium in the form of a thatched rural hut with bamboo and decorated paddy straw all along Measurement : 16' x 10' for 3 days (08.06.19 to 09.06.2019)	One
6.	Pandal for Cooking area 40 ft. x 30 ft. covered overhead with waterproof tarpaulin and four sides with cloth/ tarpaulin with wooden platform on the ground for 2 days (08.06.19 to 09.06.2019). Running wall from dining space (Gymnasium) to cooking area (playground) for 2 days (08.06.19 to 09.06.2019).	One
7.	Display stall measuring 20 ft by 10 ft adjacent to Gymnasium for 2 days (08.06.19 to 09.06.2019)	One

Annexure – II

Part – A: Managerial/Technical Experience

Name and Address of Bidder: _____

Sl. No.	Description of works/Job s performed	Institute/Organization to whom service provided	Work/Job order value (Rs. In Lacs)

Date :

Signature with Seal

Part – B: Financial Bid

Name and Address of Bidder: _____

Sl. No.	Particulars of Work	Quantity	Financial Offer (Sl. No. wise)
1	Hiring of 10 KVA Generator, Temporary Installation, connection with all necessary switch gears , cables providing individual operator (for each generator) and fuel of the generator for Prof. B.N. Chatterjee Memorial Hall, Dr. Pranab Gayen Memorial Hall, Agril. Extension Annex Room, Agril Statistics Seminar Hall, Agril. Entomology Seminar Hall, and Meeting Room of the Directorate of Extension education for 2 days (08.06.19 to 09.06.2019)	6 nos.	
2	Cooler for Dining space and temporary wiring for cooler point (if necessary), Led Light for Dining space, cooking arena , display stall and Led Focus light for Outdoor and temporary installation for 2 days (08.06.19 to 09.06.2019)	6 nos Cooler, 10 nos. LED Light for Dining Space ,4nos led light for cooking area, 4 nos. LED Focus light for outdoor and 4 nos led tube for display stalls.	
3.	Fiber Chair , table with clean cover for dining space ; partition for Dining hall, VIP enclosure Seminar Chair (Steel with cushion) for 2 days (08.06.19 to 09.06.2019)	Table : 65 nos, Armless chair : 250 nos, cloth partition : Length 40' and hight 10', VIP enclosure : 15' x 15' four sides covered with cloth (4' upward from floor and 2' downward from top) with one door opening Seminar Chair-30 Nos.	
4.	Low height tables for Dias with VIP Chairs for Dignitaries ; flower decoration with spreading type table bouquet, railing decoration; floral decoration at the entrance of ATIC Auditorium; provision for wooden platform with carpet at the entrance of auditorium; Big size umbrella for 2 days (08.06.19 to 09.06.2019)	8 nos. of tables and 16 nos. of VIP Chairs Table bouquet – 18 Nos. Hand bouquet – 40 Nos. Big size umbrella 10 nos (1 for each car)	
5.	Entry gate at the turn of ATIC Auditorium in the form of a thatched rural hut with bamboo and decorated paddy straw all along	One	

	Measurement : 16' x 10' for 3 days (08.06.19 to 09.06.2019)		
6.	Pandal for Cooking area 40 ft. x 30 ft. covered overhead with waterproof tarpaulin and four sides with cloth/ tarpaulin with wooden platform on the ground for 2 days (08.06.19 to 09.06.2019). Running wall from dining space (Gymnasium) to cooking area (playground) for 2 days (08.06.19 to 09.06.2019).	One	
7.	Display stall measuring 20 ft by 10 ft adjacent to Gymnasium for 2 days (08.06.19 to 09.06.2019)	One	

Date :

Signature with Seal