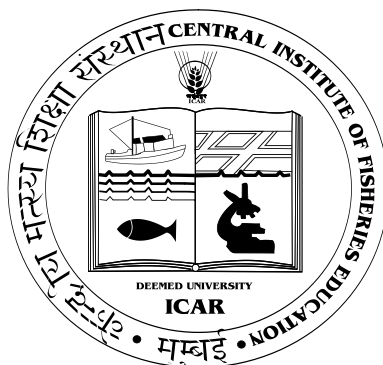


# **TENDER FOR ERECTION OF SHAMIANA / PANDAL FOR CONDUCTING 14<sup>TH</sup> CONVOCATION OF ICAR-CIFE**



**ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION  
(DEEMED UNIVERSITY)  
PANCH MARG, OFF YARI ROAD, VERSOVA, ANDHERI (WEST)  
MUMBAI – 400 061**

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**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION**  
**(DEEMED UNIVERSITY)**  
**Panch Marg, Off Yari Road, Versova, Andheri (West)**  
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F. No. 65(3)/2018-19/ES

Dated: 25 March 2019

**NOTICE INVITING TENDER**

The Director, ICAR-Central Institute of Fisheries Education (CIFE), Mumbai-400 061 invites sealed Tenders (in single bid system) from the eligible and reputed Contractors (Decorators & Caterers) for **“Erection of Pandal / Shamiana”** for conducting the **XIV Convocation of ICAR-CIFE, Mumbai** in the new campus of CIFE. Non-transferable Tender document containing details of technical specifications of Pandal, and terms & conditions of the contract (like tender cost, EMD, SD, job specifications, BOQ etc.) can be obtained from office of the undersigned on all working days on payment of **Rs. 1000/- (Rupees One thousand only)** in the form of Demand Draft drawn in favour of **“ICAR Unit - CIFE”** payable at Mumbai (Non-refundable). Tender document will be issued **from 25.03.2017 to 15.04.2017** on all working days between 11.00 AM and 4.00 PM. Tender document can also be downloaded from CIFE’s website [www.cife.edu.in](http://www.cife.edu.in) and the cost of Tender document in the form of Demand Draft/Pay Order should be enclosed along with the Tender, failing which the Tender shall be rejected out rightly. The tender document shall not be issued by post.

The prospective Agencies/Bidders may attend the **Pre-bid meeting** scheduled on **8.04.2019 at 1500 hours** in the Committee Room No. 314 of the Main Academic Building in the new campus of CIFE. Sealed tenders will be received up to **1500 hours on 15.04.2019**. The Tenders shall be opened on the same day **at 1530 hours** in presence of the intended tenderers. An amount of **Rs. 15,000/- (Rupees Fifteen Thousand only)** towards EMD should be deposited in the form of crossed Demand Draft payable to **“ICAR Unit-CIFE” at Mumbai**. The Tenders of the Agencies/Bidders who do not deposit EMD in the above said manner are liable to be rejected. Incomplete Tenders and the Tenders received after the due date and time will not be accepted.

The Director, CIFE, Mumbai reserves the right to accept or reject any or all tenders without assigning any reason whatsoever it may be. No correspondence shall be entertained in this regard.

**SENIOR ADMINISTRATIVE OFFICER**

**ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION  
(DEEMED UNIVERSITY)  
PANCH MARG, OPPOSITE PANCHAVATI BUILDING, OFF YARI ROAD, VERSOVA,  
ANDHERI (W), MUMBAI-400 061**

**TENDER FOR ERECTION OF SHAMIANA / PANDAL FOR  
CONDUCTING XIV CONVOCATION OF ICAR-CIFE**

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Tender issued to: \_\_\_\_\_

\_\_\_\_\_

Sign. of the Bidder

Senior Administrative Officer

**ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION**  
**PANCHAVATI, PANCH MARG, OFF YARI ROAD, VERSOVA, ANDHERI (W)**  
**MUMBAI - 400 061**

**TENDER FOR ERECTION OF SHAMIANA / PANDAL FOR  
CONDUCTING XIV CONVOCATION OF ICAR-CIFE, MUMBAI**

**TENDER SCHEDULE**

**IMPORTANT DATES AND INFORMATION**

<b>SNO</b>	<b>DETAILS OF SCHEDULE OF TENDER</b>	<b>DATE, TIME, AND INFORMATION</b>
<b>1</b>	<b>ISSUE OF TENDER DOCUMENT</b>	From 25.03.2019 to 15.04.2019
<b>2</b>	<b>PRE-BID MEETING</b>	08 April 2019 at 1500 Hours in the Committee Room No. 314
<b>3</b>	<b>ACCEPTENCE OF SEALED TENDERS</b>	Up to 1500 hours on 15.04.2019
<b>4</b>	<b>OPENING OF TENDERS</b>	At 1530 hours on 15.04.2019 in the Committee room of CIFE in presence of the intended bidders.
<b>6</b>	<b>VALIDITY OF TENDER</b>	90 days from the date of opening of Tender
<b>7</b>	<b>COMPLETION OF JOB</b>	Erection of Pandal must be completed in all respects latest by 1100 hours on 21 April 2019 to facilitate rehearsal of programme
<b>8</b>	<b>EARNEST MONEY DEPOSIT</b>	Rs. 15,000/- (Rupees Fifteen Thousand only)  Demand Draft to be drawn in favour of "ICAR Unit - CIFE," payable at Mumbai.
<b>9</b>	<b>SECURITY DEPOSIT</b>	EMD Amount of the successful bidder will be converted into Security Deposit and the same shall be returned only after successful completion of the whole job
<b>10</b>	<b>TENDER COST</b>	Rs. 1000.00

**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION, MUMBAI - 400 061  
(DEEMED UNIVERSITY)**

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**SECTION - I  
GENERAL INSTRUCTIONS TO THE TENDERERS**

- (1) The job is to be executed for the benefit of ICAR - Central Institute of Fisheries Education, Off. - Yari Road, Versova, Andheri (W), Mumbai-400 061.
- (2) **SITE VISIT:** The tenderer is advised in his/her own interest to visit / examine the site of work before submission of his tender. He/she may obtain all relevant information that may be necessary for preparation of the bid.
- (3) The tenderer/bidder requiring any further information or clarification on the Tender document may contact Chairman of the Pandal Committee of Central Institute of Fisheries Education (CIFE) up to the closing date of the Tender during office hours only.
- (4) The tenderer must fill and submit the Tender document without making any additions or alteration in the tender document. Incomplete tenders and those submitted not as per the instructions are liable to be rejected. Conditional tenders shall not be accepted.
- (5) The cost of Tender document is Rs.1000/- (Rupees One thousand only). Tenderers may obtain the Tender document from the office on payment of Rs.1000.00 at CIFE's cash counter. Tenderers may also download the Tender document from CIFE's website <http://www.cife.edu.in>. The tenderer who downloads the Tender document from CIFE's website has to pay the tender cost in the form of Demand Draft drawn in favour of **"ICAR Unit-CIFE" payable at Mumbai** and the same may be placed in a envelop and enclosed along with the Tender document. Tenders submitted without Demand Draft (towards the tender cost) shall be rejected.
- (6) Tender shall be submitted in a wax sealed envelope with the name of the job super-scribed over it. The name and address of the tenderer shall be written on the bottom left hand corner of the envelope. The tender shall be addressed to **"The Director, ICAR - Central Institute of Fisheries Education, Off Yari Road, Panch Marg, Versova, Andheri (West), Mumbai - 400 061"**.
- (7) The sealed envelope shall contain the following documents/ certificates:
  - a) Tenderer's covering letter (as per enclosed Performa) on company's letter head
  - b) Deposit receipt of Earnest Money Deposit (EMD) and cost of tender form
  - c) A copy of the PAN card
  - d) Valid GST Registration certificate
  - e) Establishment registration certificate (Form-D or Form-G or equivalent)
  - f) ITR for 2018-19 – Balance sheet & P/L Account
  - e) Experience certificate

- (8) **Signing of document:** All pages of tender document including various annexure shall be signed and stamped at the lower right hand corner and wherever required by the tenderer.
- (9) **Earnest Money Deposit (EMD):** The tenderer shall pay Earnest Money Deposit along with the tender, the sum as indicated in the **Section- II** in the form of Crossed Demand Draft payable to "**ICAR Unit - CIFE**" **Mumbai. The tenders received without the EMD in the prescribed form shall be rejected out rightly.**
- (10) The Earnest money of the tenderer shall be forfeited to CIFE without prejudice to any other rights or remedies.
- a) If the tenderer withdraws his tender during the period of tender validity specified in the tender document.
  - b) If, after acceptance of his tender, the tenderer fails to take up the job.
  - c) If, the tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
  - d) If, after acceptance of his tender, the tenderer fails to furnish the Security Deposit.
  - e) If, after acceptance of his tender, the tenderer fails to commence the work within the scheduled time period after receipt of work order to that effect.
- (11) The Tender and the tendered rates should be valid for **90 days** after the date of opening of tenders prescribed by CIFE
- (12) **Care in submission of tender:** Before submitting the tender, the tenderer shall be deemed to have satisfied himself by actual inspection of the site and locality regarding the site conditions, stacking space for materials, Approach roads, available working area, working conditions of the Institute, etc. that are likely to be encountered during the execution of works, and he shall be deemed to have taken all these factors into account while quoting his rates. The rate quoted by him shall be deemed to be all inclusive for completion of work to the satisfaction of Pandal Committee of CIFE, Mumbai.
- (13) The tender document shall not contain any interlineation, erasures or overwriting except as necessary to correct the errors made by the tenderer in which case such correction shall be initialed by the tenderer along with his company's stamp.
- (14) **Omission and discrepancies:** Should a tenderer find discrepancies in, or omissions from the tender documents or any drawings or should be in doubt as to their meaning, he should at once notify the authority inviting the tenders, who may send written instructions to all the tenderers. It shall be understood that every endeavor has been made to avoid any error which can materially affect the basis of the tender and the successful tenderer shall take upon himself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account.

- (15) **OPENING OF THE TENDER:** At the advertised date and time, the tenders received shall be opened in the presence of the intended tenderers in the Committee Room No. 314 of CIFE and where practicable the names of the tenderers and the rates quoted by them will be read out. If the advertised date is declared a holiday, the tenders will be opened on the next working day at the same time. **Any tender received later than the dead line prescribed for submission is liable to be rejected.**
- (16) The **quoted rates** should be inclusive of cost of materials required for erection of Pandal, materials to be supplied on rental basis, labour charges, loading & unloading charges, transportation charges, contractor's profit, and cleaning of the ground after the programme is over. Taxes, as applicable as per Govt. norms, should be clearly mentioned in the bid; failing which, it will be presumed that the quoted rates are inclusive of all taxes. The rates quoted once shall not be increased under any circumstances. Any claim on account of tax or anything whatsoever it may be shall not be entertained after opening of tenders and placing the work order. The price bid must be submitted as per the format in **Section-III**
- (17) Canvassing: Any effort by the tenderer to influence the representatives of CIFE in making the decision in respect of tender evaluation or award of contract will result in rejection of the tender.
- (18) Misleading information: If the tenderer/tenderers deliberately gives/give any wrong information or suppresses/any material facts or makes/make false representations in this tender or creates/create circumstances for the acceptance of his/their tender, CIFE reserves the right to reject such tender at any stage or cancel the order even after acceptance of the tender at the risk and cost of the tenderer/ tenderers.
- (19) Award of Contract: CIFE will notify the successful tenderer in writing by a registered letter / speed post / e-mail to be confirm the acceptance of bid of successful bidder.
- (20) **No advance shall be given and no part payment shall be made. The Payment (through RTGS) shall be made only after the satisfactory completion of the work.**
- (21) Non-compliance with any of the conditions set forth here above is liable to result in the tender being rejected.
- (22) The quantities (like size of pandal, number of articles to be provided etc.) mentioned in the Bill of Quantities are approximate and may vary as per the actual requirement at the site. The decision of Director, CIFE shall be final and binding on all concerned in finalizing the quantities of items.
- (23) **Right of CIFE to deal with tenders :** The Director, CIFE, Mumbai, reserves the right to accept or reject any tender (whether lowest rate or not) or all the tenders at any time prior to award of contract without assigning any reasons whatsoever and no correspondence shall be entertained in this regard. CIFE also retains its right of providing work preference to public sector undertakings as admissible under Governments present policy.

## **SECTION – II**

### **SPECIAL TERMS & CONDITIONS OF CONTRACT FOR ERECTION OF PANDAL / SHAMIANA**

1. No advance shall be given for erection of Shamiana / Pandal and related works. **The payment shall be made as per actual measurements (i.e. actual size of pandal for convocation, food court / exhibition stalls) and number of items/articles (i.e. chair, table, sofa, fan, cooler, ACs, light etc.) actually supplied in the function.**
2. The Shamiana / Pandal (main pandal with MS posts and MS roofing) should be erected in the new campus of CIFE for conducting Convocation. Normal pandals shall be erected for making Food Court, and Exhibition stalls in accordance with the size and specifications mentioned in the BOQ under the supervision of Pandal Committee.
3. The sizes of pandals for conducting the convocation, food court / exhibition area mentioned in the Bill of Quantities (BOQ) are approximate, and the same may vary as per the actual requirement at the time of erection of pandal. Hence, the contractor has to prepare bill as per the actual measurements of the pandal; and contractor's bill has to be certified by the pandal committee. Similarly, the number of items such as chair, table, sofa, fan, light, AC, air cooler, fire extinguishers, etc. shown in the BOQ are tentative/approximate. The contractor has to finally prepare the bill- after the function is over – as per the actual number of items actually supplied in the function. The pandal committee of the institute has to certify the same.
4. The Shamiana shall be erected and the items like Dias, Sofas, Chairs, Table, etc. shall be placed as per the positions reflected in the enclosed drawing.
5. The Shamiana/ Pandal of convocation should be ready latest by **1100 hrs. on 21 April 2019** including supply of chairs, fans, carpet, stage, lighting and Public Address System etc. Complete.
6. At least one supervisor must be available at the site of pandal and stage during **rehearsal on 21 April 2019** for smooth conduct of the events (i.e. convocation) and also to look after the equipment, furniture, sound system and assisting in making other arrangements of urgent nature.
7. The Public Address System (i.e. cassette deck, mike, amplifier, speakers, recorders, 15/5 amp., switch board for connecting TV, video film, etc.) must be ready latest by **1100 hrs. on 21 April 2019** for inspection and rehearsal.
8. Arrangement must be up to the satisfaction of Pandal Committee of this Institute. Minor alteration / modifications in erection of Pandal and in the requirements of materials if required should be done on insistence and approval of Pandal committee only.



9. Payment shall be made only after the successful completion of the entire job up to the satisfaction of Shamiana Committee which will certify the work after verification of bill. The contractor has to prepare bill as per the actual size/area of the pandal and actual number of items/materials supplied for the event. Payment shall be made through RTGS System within a fortnight from the date of successful completion of job.
10. The Tender must be accompanied with an **EMD of Rs. 15,000/- (Rupees Fifteen Thousand only)** in the form of Demand Draft drawn in favour of **“ICAR Unit-CIFE” payable at Mumbai.**
11. The furniture like Chair, Table, Sofa, etc. must be of uniform shape, size, color, and look and must be new ones/free from damages; Red synthetic /woolen carpet, Jhalari, Khanat partition, gate cloth, etc. should be new one / neatly washed.
12. Preference shall be given to the experienced decorators who have done similar works in Government, Semi-Govt., Educational institutes and Autonomous bodies in the past.
13. CIFE doesn't bind itself to award the job to the lowest bidder. After opening of bids, the Pandal Committee of the institute shall visit the office/store house of the bidders to inspect the condition of items. The decision of the **Director, CIFE, Mumbai** shall be final and binding on all the concerned. No correspondence shall be entertained in such matters.
14. The rates quoted by the tenderers should be inclusive of cost of all necessary materials required for erection of Pandal, hiring charges, labour charges for complete job, transportation charges, loading and unloading charges, removal of Pandal after the programme is over, insurance etc. **Taxes as applicable** (like GST, service tax etc.) as per the norms of the Government should be clearly mentioned in the financial bid. The tenderers are not allowed to claim any extra amount after opening of bids / after placing the work order.
15. TDS (Tax Deducted at Source) and Service Tax will be as per prevailing rules.
16. **The rate should be quoted per unit per day, and the amount quoted (for each item) shall be for required number of days. For any clarification, the Sr. A. O. or Chairman of Pandal committee of CIFE may be contacted.** The rates quoted by the tenderers should not increase in any case.
17. **ICAR-CIFE shall not be responsible for any type of damage caused to the furniture, PA system, Sound system, Shamiana, lighting, carpet etc. in any case (like fire accident, theft, and any unforeseen circumstances.). The contractor/bidder is responsible for taking care of the Pandal and items supplied during the programme.**
18. Sound System should be of best quality. In case, the quality of sound system is found to be inferior, the Pandal Committee of CIFE has every right to reject such sound system and no payment shall be made in such cases.

19. The EMD shall be forfeited, if the successful bidder fails to take up the job within 2 days from the date of receipt of work order/ supply order.
20. The Earnest Money Deposit shall be forfeited, if due to reasons whatsoever may be, the work is not completed on scheduled time period, inferior quality and substandard item are provided/ absence of supervisor or mechanic during the functions/ Shamiana is not made ready within the given time and date.
21. **Security Deposit:** The EMD of successful bidder shall be converted into Security Deposit and the same shall be released only after the successful completion of the entire job.
22. Fresh flowers shall be used for stage decoration on Convocation day (i.e. **22.04. 2019**)
23. The Decorator (i.e. Contractor) has to carry-out all electric works in pandals and exhibition stalls & halls; works include providing main board, power plug, wiring from generator to board, connecting entire electricity load to Generator (on the day of convocation); switches, batteries, complete wiring and all electrical works, total job including everything, work also includes making wiring and electric connections for light, fan, and power points in stalls & halls in the exhibition area, each stall should be provided with 2 light points and 1 fan point; including all connections to control room near by the convocation pandal, one electrician should be available on the day of convocation for operation and emergency handling/situation, etc. complete
24. The Shamiana/ Pandal of convocation should be ready latest by **1100 hrs. on 21<sup>st</sup> April 2019** along with lighting and Public Address System etc.; failing which a penalty amounting up to 10% of the total contract value shall be deducted from the bill.
25. The decision of DIRECTOR, CIFE shall be final for any aspect of the contract and binding to all parties concerned. **Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation; and in case of failure of the settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, CIFE, Mumbai.** The decision of the sole arbitrator so appointed shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
26. At the time of erection of pandal, no work (that disturbs the general public) should be carried out beyond 2200 hours. The contractor shall be solely responsible for the consequences in case the work is executed beyond the set time line.
27. Each and every page of the tender document must be signed by the bidder failing which tender shall be rejected.
28. Any taxes like GST, etc., as applicable, must be mentioned clearly. Nothing extra shall be paid over and above the quoted rates.

**Sr. Administrative Officer**

**AN UNDERTAKING TO BE SIGNED BY THE CONTRACTORS**

**TO  
THE DIRECTOR  
CENTRAL INSTITUTE OF FISHERIES EDUCATION  
OFF YARI ROAD, PANCH MARG,  
VERSOVA, ANDHERI (W),  
MUMBAI - 400 061**

Dear Sir,

1. Having examined the tender document thoroughly including instructions to Tenderers, conditions of Contract, Technical specifications, mode of Payment, Schedule of Contract, Quantities, Drawings, other schedules and Annexure, etc, (everything mentioned in the tender document), for execution of above mentioned jobs, We the undersigned offer to take up the job of **Erection of Pandal/Shamiana for the XIV Convocation of CIFE** if we are awarded the job
2. We undertake, if our Tender is accepted, to commence the work as per the schedule and instructions of the C/A in CIFE to commence and to complete the entire job within the stipulated time period as mentioned in the Tender document
3. If our tender is accepted, we will furnish the Security Deposit as per the terms and conditions mentioned in the Tender Document
4. Unless and until an agreement is prepared and executed, the Tender together with your written acceptance thereof, shall constitute a binding Contract between us, but without prejudice to your right to withdraw such acceptance.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. We hereby agree and accept all the terms and conditions mentioned in the tender document. We also agree to abide by and fulfill all the terms and provisions of the conditions of the contract.

**Seal:**

**(Signature of the Tenderer)**

**Date:**

## **DETAILS OF EARNEST MONEY DEPOSIT (EMD)**

**NAME OF THE JOB:**

**AMOUNT: Rs.**

**DEMAND DRAFT / CASH RECEIPT NO:**

**DATE OF DRAWN:**

**NAME OF THE BANK:**

**ANY OTHER DETAILS:**

**DATE:**

**SEAL:**

**(SIGNATURE OF THE TENDERER)**

**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION  
(DEEMED UNIVERSITY)  
MUMBAI - 400 061**

**SECTION - III**



**WORK SPECIFICATIONS, BILL OF  
QUANTITIES & FINANCIAL BID**

**ERECTION OF PANDAL / SHAMIANA / MANDAP FOR CONDUCTING THE XIV  
CONVOCATION OF ICAR-CIFE, MUMBAI ON 22 APRIL 2019**

SN	Name of the items	Qty.	Unit	No. of days	Rate per unit per day (Rs.)	Amount (Rs.)
1 (a)	<p>Hire charges for erection of water proof, decorative Pandal / Mandap by using MS frame work of vertical strong post feet and MS roofing structure including properly fixing strongly with required size of nut and bolts and clamping with water proof roofing super structure with appropriate span and height with ceiling etc. complete as directed by site In-charge, with fancy jalar etc.</p> <p><b>Size of Pandal: 170 feet X 80 feet (approx.)</b></p> <p><b>Specifications:</b></p> <p>Erection of complete structure with M.S. frame work of vertical strong post feet and M.S. roofing structure finishing with a under layer of Tarpaulin (i.e. Tadapatri) and plastic sheets on the top (i.e. over Tarpaulin), ceiling of Pandal finished with spotless bright-white cloth with decorative jalar wherever required, leveled central passage, provision for requisite number of entry/exit gates, stage backdrop finished with hard wood / ply, stage backdrop finished with neat velvet cloth of approved colour, khanath (partition cloth on rigid frame work) for enclosing the entire pandal with neat &amp; washed white cloth etc., complete as per the details shown in drawing and instructions of the Pandal committee</p>	14,000	Sq.ft.	2		
1(b)	<p>Erection of ordinary Pandal / Shamiana for making exhibition hall, food court, food preparation area, and high tea serving area etc.</p> <p><b>Overall Size: As required in parts</b></p> <p><b>Specifications:</b> erection of normal pandal for covering the food preparation area, specifications as follows: normal pandal with bamboo framework, roofing with bamboo frames, roof finishing with plastic on the top and pandal ceiling finished with spotless bright-white cloth, work includes making partitions wherever required, provision for requisite number of simple cloth gates, making exhibition hall, provision for partition, kannath all round covering cooking &amp; serving areas, and exhibition hall, complete as per the drawing and instructions of the Pandal committee.</p>	6,000	Sq.ft.	1		

2	Hiring charges for jute carpet or Agro-net carpet of approved colour & shade on Floor area of the Pandal, good quality, neat and tight finishing	9,000	Sq.ft.	2		
3	Hiring charges for providing <b>red synthetic clean Carpet</b> (for passage, in VIP lounge etc.) of approved variety, Synthetic), good quality without any cuts/patches, carpet should be of uniform colour (in convocation pandal & exhibition areas)	6,500	Sq.ft.	2		
4	Construction of wooden stage in the convocation pandal with hard wooden planks (30 to 40 mm thick) both for vertical support and on the floor of the stage, rear side of the stage to be elevated by 45 cm as shown in the enclosed diagram, entire stage should be built with strong wooden planks (in filmy style), work includes making steps with handrail on 2 sides of the stage with hard wooden planks for climbing on the stage, these steps should be an integral part of the stage  <b>Size of the stage: 50 ft. X 25 ft. = 1250 Sq. ft.</b> <b>Note:</b> <b>(a) Stage should be kept ready by 1100 hrs. on 21 April 2019 for rehearsal purpose</b> <b>(b) Area of stage shall be measured as length x breadth, irrespective of height</b>	1250	Sq. ft	2		
5	Hiring charges for supplying Plastic Chairs (with arm), in good condition, neat & clean	500	No.	2		
6	Hiring charges for supply of  (a) Single seated foam Sofa with Cushion, in good condition, neat & clean, with good cover on seats  (b) Double seated foam Sofa with Cushion, in good condition, neat & clean, with good cover on seats	20  10	No.  No.	1  1		
7	Decoration of Stage back drop, and front & sides of the stage, and also dais including podium, etc. with fresh flowers as per the approved design and pattern given by CIFE, work also includes decorating the stage back drop with rose flowers as per the design / pattern approved by CIFE. Note: <b>Flower decoration should be complete in all respects latest by 7 am on 22.04.2019</b>	Job	L.S	1 day		
8	Hiring charges for providing <b>decorative main entrance gate</b> (box type) for the Institute's main gate, work includes making box type gate	1	Job	1		

	with hard wooden planks / ply wood / similar material, covering box with canvas or similar type cloth with neat painting, zalar, flower & toran decoration etc. complete as per the instructions of the pandal committee <b>Size: 15 ft. X 12 ft. (approx.)</b>					
9	Hiring charges for providing decorative entrance gate with 4 vertical posts (circular) on either side and top covered with colour cloth with zalar or banner etc. for the convocation Pandal, decorative pillar, and decorating the main gate with fresh flowers and toran decoration (flower decoration on one day only) <b>Size: 15 ft. X 12 ft. (approx.)</b>	1	No.	1		
10	Hiring charges for erection of Ordinary cloth gate ( 15 ft. X 10 ft.) with minimum required decoration and accessories in the convocation pandal, exhibition area pandal, and food preparation area	4	No.	1		
11	Hiring charges for providing neat and clean red woolen carpet (50 ft X 25 ft.) on the stage of pandal, woolen carpet of approved design, good quality, standard thickness, and rich look and neat fixing on stage and steps.	1400	Sq.ft.	2		
12	Hiring charges for dais on the stage of convocation pandal with <b>optenum tables</b> (having smooth surface or finished with laminate or similar material) of size (4ft X 2 ft.), neat joining, white table cloth with white/coloured frill, covering the dais with table cloth and frill on 3 sides - table front, top and sides, etc. complete as per the instructions of the pandal committee	10 tables	No.	2		
13	(a) Hiring charges for Wooden Table (4 ft. X 2 ft.) in neat and clean condition with smooth surface for various uses including making food counters in dining area, exhibition stalls, and halls, etc.  (b) Hiring charges for White table cloths (good quality, washed, without any dirty spots) for above tables of appropriate size for covering the tables	50  50	No.  No.	1  1		
14	Hiring charges for supplying Dunlop chairs with cushion seat and cushion back (good quality, condition, neat and clean) covered with white cloth cover	200	No.	2		
15	Hiring charges for Running fancy khanat partition with bright white cloth, neat and clean condition for covering in dining area and other places	1500	Feet	1		



16	Hiring charges for VIP Chairs (i.e. MLA Chairs)	10	No.	1		
17	Hiring charges for Fire extinguishers (dry powder filled)	20	No	1		
18	Supply and fixing of exhibition panel boards made up of hard wood planks finished with laminate or having smooth surface for sticking / pinning exhibits, size of each panel board should be 8 ft x 3 to 4 feet height (approx.), to be fixed in exhibition partition area as directed by Site in-charge	1500	Sq. ft.	1		
	<b>Electrical items/ Sound system/Generator, etc.</b>					
19	Hiring charges for providing Sound proof Generator, 50 KVA for one day <b>on 22 April 2019</b> for 8 hours, the entire electricity load on the day of convocation shall be taken from Generator	1	No.	1		
20	Hiring charges for providing Sound system (with standby /battery back-up arrangement) with a total of 8 mikes of good quality (digital) & 4 Speakers with mixer and recording arrangement including 2 - cordless mike (Complete set with all accessories), 4 podium mikes, mikes with sound system should have high frequency (sound should reach up to 250 feet)	1	No.	2		
21	Hiring charges for Electric works including main board, power plug, wiring from generator to board, connecting entire electricity load to Generator (on the day of convocation), connecting electricity load to institutes main electricity point (on other days i.e. students' convention function), switches, batteries, complete wiring and all electrical works, total job including everything for 4 days, work also includes making wiring and electric connections for light, fan, and power points in stalls & halls in the exhibition area, each stall should be provided with 2 light points and 1 fan point; including all connections to control room near by the convocation pandal, one electrician should be available on all 4 days for operation & emergency handling / situation, etc. complete	Job	L.S.	2		
22	Hiring charges for Pedestal fans - <b>Heavy duty - Industrial type</b> in convocation pandal & food court	20	No.	2		
23	Hiring charges for Pedestal fans – medium range in Exhibition stalls and food court, etc. as directed by Pandal committee	30	No.	2		

24	Hiring charges for supply of Metal Halide lights lamps / flood lights (LED)	40	No.	1		
25	Hiring charges for Supply of Air-coolers in pandal and exhibition areas as directed by Pandal committee	16	No.	1		
26	Hiring charges for supply of <b>tower type, vertical (standing type) Air-conditioners (5 - 5.5 ton) capacity</b> , on stage with all accessories and arrangements for draining out water etc., to be provided near stage as directed by the Pandal Committee.	6	No.	1		
27	Hiring charges for providing, fixing, and operating LED Screens of approved size as directed by the Pandal committee	48	Sq. ft.	1		
28	High Quality Video recording of the entire programme (8 to 10 hours a day) with 2 parallel cameras and 2 operators	Job	LS	1		
29	Ordinary tube lights (4 feet) or LED lights or CFL lights in exhibition area / food court as directed by the Pandal Committee.	40	No.	1		
<b>Total, Rs.</b>						
<b>GST @ ----- Rs.</b>						
<b>Net Total, Rs.</b>						

(Amount in words Rupees -----

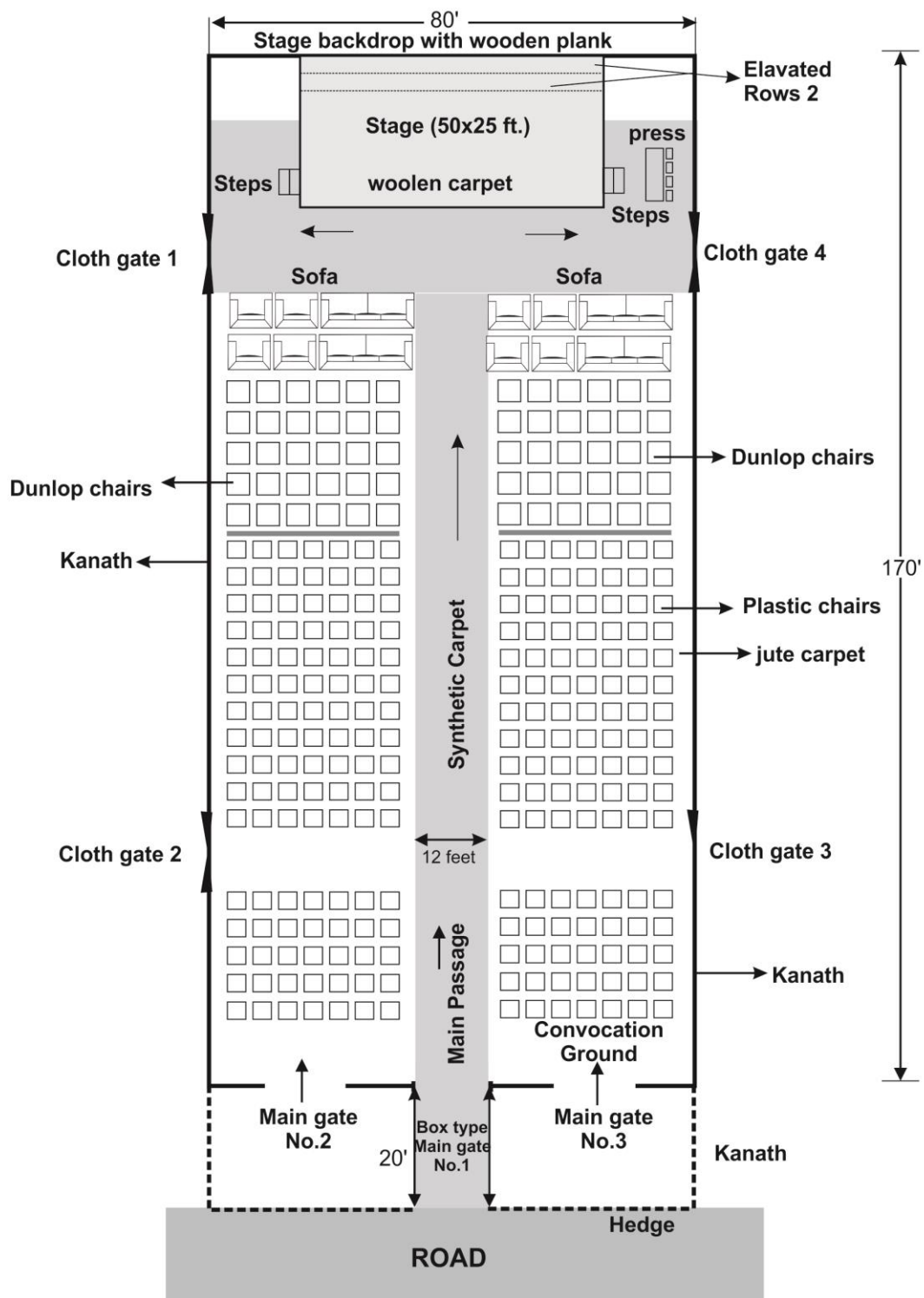
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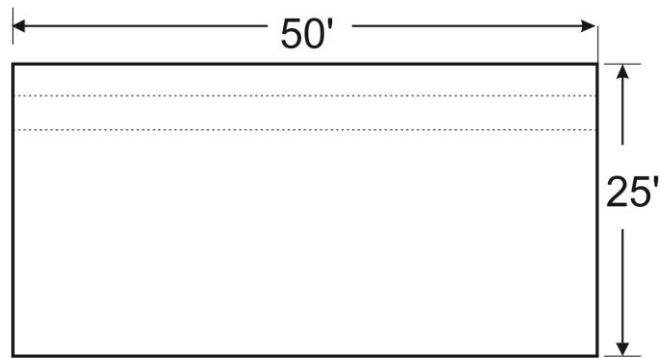
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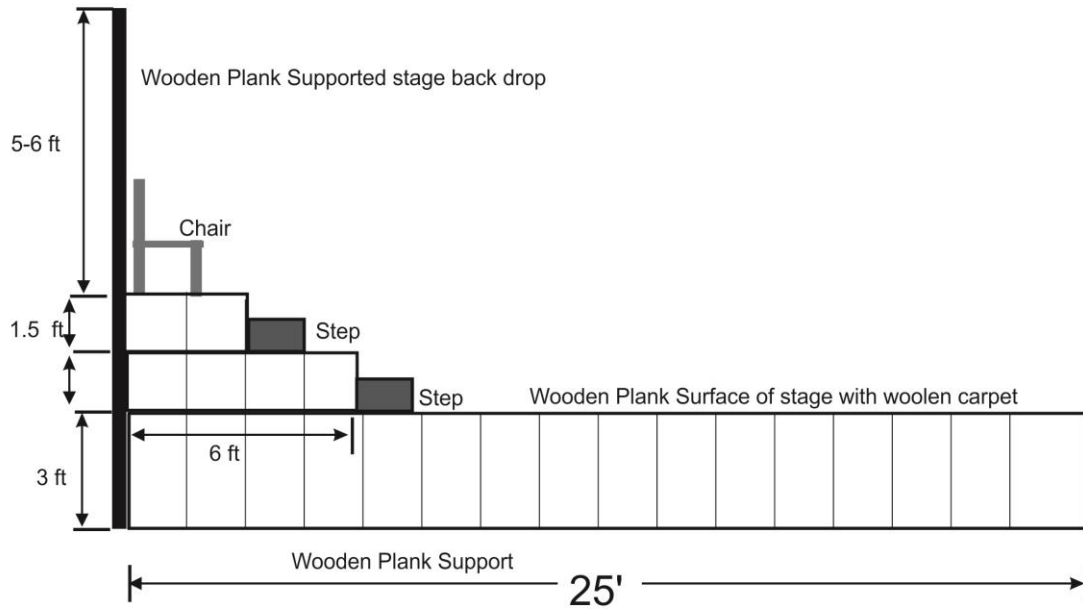
**Sign. of Decorator**

## Layout plan of Pandal/Shamiana for Convocation and students' convention





Plan



Side Sectional View of Stage