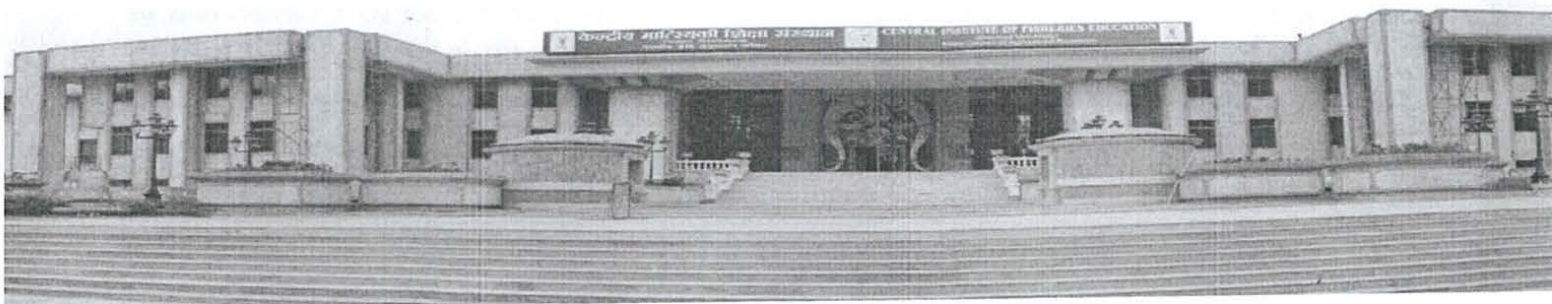


**TENDER FOR ERECTION OF PANDAL FOR CONDUCTING
THE 18th CONVOCATION OF ICAR-CIFE, MUMBAI**



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

Phone: 6361446/7/ 8 : Fax: 6361573 / 6348223 : Website: www.cife.edu.in

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

**Panch Marg, Off Yari Road, Versova, Andheri (West)
MUMBAI – 400061**

Tel. No. 022-26361446/7/8

Fax No. 022-26361573

Web Site: www.cife.edu.in

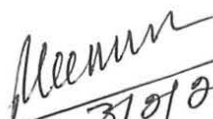
F.No. F. No. 32(72)/2023-24/WORKS

Dated : 28.01.2025

Notice Inviting E-Tender

The Director & Vice-Chancellor, ICAR-Central Institute of Fisheries Education (CIFE), Mumbai, invites E-tenders for **Erection of Pandal for conducting the XVIII Convocation of ICAR-CIFE, Mumbai** through the website www.eprocure.gov.in under **Single Bid System** from Registered & Reputed Decorators / Agencies / Contractors as per the schedule given below :

Tender Details		
1	Start of issue tender download	28.01.2025
2	Last date for submission of tender	18 th February 2025
3	Pre-Bid Meeting	On 06.02.2025 at 1500 hours in Committee Room No. 314, Main Academic Building, New Campus of ICAR-CIFE, Mumbai
4	Pre-Bid Meeting Place	ICAR-CIFE, MUMBAI, New Campus
5	Opening of Bids	19 th February 2025
6	Tender validity	90 Days
7	EMD Deposited (In Rupees)	Rs. (INR) 35,000.00
8	Security Deposit	@ 5% of the tendered amount
9	Tender Value (Estimated)	Rs. (INR) 14,02,978/- (approx.)
10	Location of Service	ICAR- Central Institute of Fisheries Education (CIFE), New Campus, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai – 400 061


31/01/2025
SENIOR ADMINISTRATIVE OFFICER

**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
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MUMBAI – 400061**

Tel. No. 022-26361446/7/8

Fax No. 022-26361573

Web Site: www.cife.edu.in

F. No. 32(72)/2023-24/WORKS

Dated : 28.01.2025

NOTICE INVITING TENDER

The Director & Vice-Chancellor, 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 for conducting the XVIII Convocation of ICAR-CIFE, Mumbai**. The tender document can be downloaded from ICAR-CIFE website www.cife.edu.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in. The bidders should also possess a valid DSC for online submission of tenders / bids.

The prospective Bidders may attend the **Pre-bid meeting** scheduled on **6th February 2025 at 1500 hours** in the **Committee Room No. 314** of the Main Academic Building, New Campus, ICAR-CIFE, Mumbai. The last date for submission of tenders on CPPP is **18.02.2025**. The Tenders shall be opened on **19.02.2023**. An amount of **Rs. 35,000/- (Rupees Thirty Five 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 the EMD in the above said manner are liable to be rejected. The incomplete tenders and the tenders received after the due date and time will not be accepted.

The Director & Vice-Chancellor, ICAR-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

Crossed Demand Draft payable to "ICAR Unit - CIFE" Mumbai. The tenders received without the EMD in the prescribed form shall be rejected out rightly.

- (9) 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.
- (10) **Security Deposit:** The successful bidder will have to submit **5 % of the quoted amount** for the work (i.e. **Erection of Pandal for conducting the XVIII Convocation**) excluding of Taxes etc. as Security Deposit in form of Bank Guarantee or Demand Draft before commencement of the work. The Security Deposit shall be released/refunded only after successful completion of Guarantee/Warranty period.
- (11) **PERIOD FOR WHICH OFFER WILL REMAIN OPEN :**
- Firms tendering should note that it is desired that their offers should remain open for acceptance for **90 days** from the date of opening of tender, If the firms are unable to keep their offers open for the specified period their tenders are likely to be rejected.
- (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. **Tender received after the due date and time 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 entertained after opening of tenders and placing the work order.
- (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 Registered Letter / Speed Post / E-mail / WhatsApp 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

1. No advance shall be given for erection of Pandal and associated works reflected in the BoQ. **The payment shall be made as per the actual measurements (i.e. actual size of pandal erected for convocation, fish festival stalls, exhibition stalls, etc.) and actual number of items/articles (i.e. chair, table, sofa, fan, cooler, ACs, light, sound system, focus lamps, display boards, etc.) supplied / used during the function / programme.**
2. The Waterproof Pandal (main pandal with mild steel posts, truss, and mild steel sheet roofing) should be erected in the new campus of ICAR-CIFE Mumbai for conducting the convocation. Normal / ordinary pandal shall be erected for making Fish Festival / Swad stalls and exhibition stalls in accordance with the size and specifications mentioned in the BoQ as per the instructions of the Pandal Committee.
3. The size (i.e. area) of pandal and exhibition / fish swad stalls for conducting the convocation, fish festival / exhibition 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. **A joint inspection and measurement of pandal and exhibition stalls will be taken immediately after the erection of pandal/stalls/stage to avoid any ambiguity at a later stage.** 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 and may vary as per the requirement. Hence; after all functions are over, the contractor has to prepare the bill in accordance with actual size of pandal, stall, stage, and as per the actual number of items supplied / used in the function. The pandal committee of the institute will certify the bill only after the examination and verification of the measurements and bill, and after satisfactory completion of the work.
4. The Pandal 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 Pandal of convocation should be kept ready latest by **1100 hrs. on 7th March 2025** including supply of necessary items in accordance with BoQ.
6. At least one supervisor or Representative of the Contractor must be available at the site of Pandal and stage during **rehearsal on 7th March 2025** 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 7th March 2025** for inspection and rehearsal.

8. All 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 needed should be done on the 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 Pandal / stage Committee which will certify the work after verification of measurements and bill. **The contractor should 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 within a fortnight from the date of successful completion of job.
10. The Tender must be accompanied with an **EMD of Rs. 35,000/- (Rupees Thirty Five 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, look, and must be new ones / free from damages; Red synthetic /woolen carpet, Jalar, Khanat partition, gate cloth, etc. should be new / neatly washed.
12. Preference shall be given to the experienced Contractors / Decorators who have done similar nature of works (i.e. erection of pandal, shamiana, stage, etc.) in Government, Semi-Govt., Educational institutes and Autonomous bodies in the past.
13. ICAR-CIFE doesn't bind itself to award the contract to the lowest bidder. After opening of bids, the Pandal Committee of the institute may visit the office/store house of the bidders to inspect the condition of items. The decision of the **Director, ICAR-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 bidders / 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. The **taxes as applicable** (like GST, service tax etc.) as per the norms of the Government of India should be clearly mentioned in the financial bid. The tenderers are not allowed to claim any extra amount placing the work / supply order.
15. TDS (Tax Deducted at Source) and any other tax (as applicable) will be effected as per prevailing rules. Any taxes like GST, etc., as applicable, must be mentioned clearly. Nothing extra shall be paid over and above the quoted rates in commercial / financial bid.
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 Chairman of Pandal committee of ICAR-CIFE may be contacted.** The rates quoted by the tenderers shall remain firm and shall not allowed to be deviated under any circumstances till the entire convocation and other programmes are over.

17. ICAR-CIFE shall not be responsible for any type of damage caused to the furniture, PA system, Sound system, Pandal, Lights, 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 for such inferior quality systems / items / works.

The light and sound system for cultural programme (please see the BOQ) should be of high quality; and must include disco lights, flash lights, Colour lights, special effect lights, smoke machine, etc.; and digital sound system including quality sound track, sound mixer, amplifiers, high quality cordless mikes, speaker, sound recorder, smoke machine (2 no.), and other essential sound equipment as required including DJ.

19. Illumination of the Main Academic Building, Library building, Hostels, Sports Complex, etc. shall be done with high power (200 to 250 Watt) LED flood lights / splash lamps of different colors (as instructed by the Committee) so as to cover the entire building (G+4 storied). Series lights should have different coloured LED bulbs. Trees, hedges, and buildings shall be decorated with focus lamps and series lights as per the directions of Pandal Committee.

20. 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.

21. The Earnest Money Deposit (EMD) shall be forfeited if, due to reasons whatsoever it may be, the work is not completed on scheduled time period, inferior quality and substandard items are provided / absence of supervisor or mechanic during the functions / Shamiana is not made ready within the given time and date.

22. **Security Deposit (SD):** The successful bidder will have to submit **5% of the quoted amount** for the work (i.e., **Erection of Pandal for conducting the XVIII Convocation**) excluding of Taxes etc. as Security Deposit in form of Bank Guarantee or Demand Draft before the commencement of the work. The Security Deposit shall be released only after successful completion of the entire job.

23. Fresh flowers shall be used for stage decoration on Convocation Day (i.e. **08.03.2025**). Flower decoration includes border of stage backdrop, front & sides of stage, front side of the dais, and on the front edge of stage (with big flower bouquets) as directed by the Pandal Committee of the Institute.

24. The Contractor / Decorator 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, 2 numbers of

15/5 Amp. Socket & switch (power point), 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

25. The Pandal of convocation should be ready latest by **1100 hrs. on 7th March 2025** 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.
26. The decision of DIRECTOR, ICAR-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, ICAR-CIFE, Mumbai in consultation with the Secretary, Indian Council of Agricultural Research (ICAR), New Delhi.** The decision of the sole arbitrator so appointed shall be final and binding on the parties concerned. The arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996, and amendments from time to time.
27. 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.
28. Each and every page of the tender document must be signed by the bidder failing which tender shall be rejected.
29. Any other instructions by the Pandal Committee which are necessary for smooth conduct of Convocation & other related programmes may be followed.


28/07/2025
SENIOR ADMINISTRATIVE OFFICER

SECTION - III

ANNEXURE-I

AN UNDERTAKING TO BE SIGNED BY THE CONTRACTORS

TO

The Director/Vice-Chancellor

ICAR- 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, Annexure, etc., (as mentioned in tender document), for execution of above-mentioned work, we the undersigned offer to take up the job of **Erection of Pandal for the XVIII Convocation of ICAR-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 Competent Authority in ICAR-CIFE, Mumbai to commence and 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.
7. We agree to carry out the increased / decreased quantities of items of works / supply of materials on the same price as quoted in our commercial / financial bid. We also agree to execute additional works or supply additional materials that may become necessary during the Convocation at a reasonable market price as decided by the ICAR-CIFE, Mumbai.

Seal:

(Signature of the Tenderer)

Date:

**DETAILS OF COMPANY'S ADDRESS, BANK, TENDER FEE & EMD, CONTACT
FOR COORDINATION**

A. Company Address Details :

Name of the Company	:	
Address	:	
Pin Code	:	
State	:	
Phone No./Mobile No.	:	
Fax No.	:	
Email ID.	:	

B. Bank Details :

Bank Name	:	
Branch Name	:	
Branch Address	:	
Branch Code	:	
Account Number	:	
IFSC Code	:	
MICR No.	:	

C. Contact Person for Coordination :

Name of Person	:	
Designation	:	
Contact No.	:	
Email ID	:	

(SIGNATURE OF THE TENDERER)

ANNEXURE –III

DETAILS OF EARNEST MONEY DEPOSIT (EMD)

**NAME OF THE JOB : ERECTION OF PANDAL FOR THE XVI CONVOCATION OF
ICAR-CIFE, MUMBAI**

AMOUNT : Rs.

DEMAND DRAFT NO. :

DATE OF DRAWN :

NAME OF THE BANK :

ANY OTHER DETAILS :

DATE :

SEAL :

SIGNATURE OF THE TENDERER

CHECK LIST

FOR QUALIFICATION IN TECHNICAL BIDS

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below :

COVER – I - Technical Bid (Following documents to be provided as PDF file)				
Sl. No.	Documents	Content	File types	
1	Technical Bid	Scan copy of PAN, Establishment Registration, and GST Registration Documents	PDF	
2		Scan copy of Earnest Money Deposit by way of Demand Draft / FDR	PDF	
3		Scan copy of appropriate certificate for EMD exemption, if claiming.	PDF	
4		Scan copy of ITR last three years	PDF	
5		Scan copy of Balance sheet of the last three (3) years /((Certified by CA)	PDF	
6		Scan copy of Experience Certificate	PDF	
7		Scan copy of Annexure I, II, and III	PDF	
8		Scan copy of Tender Document Signed by Firm	PDF	
COVER – II - Commercial bid (Following document to be providing as Excel file)				
1		Financial Bid	Price bid (BOQ) to be filled in Excel format	EXCEL

Note : All the documents and BOQ have to be digitally signed by the bidder.

B) FINANCIAL BID

- (1) Before quoting the item wise amount, the bidders are instructed to read the details of technical specifications of all items to be executed as mentioned in tender document.
- (2) The Director ICAR-CIFE, Mumbai reserves the right to increase or decrease quantities of works and supply items as per the actual requirement during the convocation in part /full without assigning any reason thereof and the bidder has to execute such items on the same price as quoted in the financial bid.

SECTION - IV

SPECIFICATIONS OF ITEMS & BILL OF QUANTITIES



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