

No. A-50013/223/2019- Admn-III
Government of India
Ministry of Information & Broadcasting
A-Wing, Shastri Bhawan, New Delhi: 110001

Shastri Bhawan, New Delhi
Dated 11.10.2019

To

SHORT-TERM TENDER NOTICE

As per list attached.

Subject: Tender Notice for provisioning of Tent and related items at the residence of Hon'ble Minister for Information & Broadcasting (6, Kushak Road, New Delhi) on 15.10.19.

Ministry of Information & Broadcasting invites **SEALED QUOTATIONS** for provisioning of Tent and related items for gathering of **about 400 invitees at the residence of Hon'ble Minister for Information & Broadcasting on 15.10.19 from licensed, reputed firms having at least 1 year of related experience. Firms/ Tent Decorators will have to make his own arrangements for ferrying items to the venue for which no extra payment will be made except quoted rates.**


2. Intended persons / firms may submit their quotations completed in all respects to Admn.-III Section, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi on or before 11:00 a.m. on 14.10.2019. These quotations will be opened on the same day in Room No. 548, A-Wing, Shastri Bhawan, New Delhi. The interested tenderers may remain present. The tenders received after due date & time will not be accepted under any circumstances.

3. "Quotations for the Tent / Decoration" must be superscribed on the top of the Envelope of the quotation.

4. The Ministry reserves the right to cancel the process of tender / contract at any point of time without assigning any reason. .

5. Intended persons / firms may quote the rates as per enclosed performa.

6. Terms & Conditions for the contract / quotations are enclosed which will required to be signed by the Contractor.


(Shailesh Gautam)
Under Secretary to the Govt. of India
Ph. No. 23384990

Terms & Conditions

1. The rates of all items in total should be clearly quoted. It may be specifically mentioned that the prices are inclusive of taxes or excluding of taxes.
2. The Decorator will have to make his/her own arrangements for provisioning of various items.
3. Highest standards of cleanliness should be maintained.
4. Adequate numbers of items as required should be made available and serving boys, coffee machine operator should be in proper uniform.
5. Contractor should have a valid PAN No. / GST No. (copy should be attached).
6. Ministry of I&B reserves the right to reject any quotation completely or partially without assigning any reason.
7. L-1 firm will be decided on the basis of total price.
8. Unsolicited bids shall not be considered.
9. Intended persons/ firms may visit the venue for taking stock of the situation before submitting bids.

Signature of the Contractor _____

Name & Address of the Person / Firm. _____

Phone Number : _____

Rates for following items are required

	Name of items	Total rate
1	Masking	
2	Chairs - 120	
3	Table - 10	
4	Dustbin- 10	
5	Halwai Tent with masking- 1	
6	LED Lights- White 20, Green- 20	
7	Music System- 1	
8	Service boys- 4	
9	Coffee machine with operator	
10	Carpet in passage	
11	Water dispenser- 4	
12	Glass tumblers- 400	
13	Serving Trays- 6	

Other necessary arrangements as may be appropriate be made after paying visit to the venue (6, Kushak Road, New Delhi)

List of firms

- (i) Decent Decorators, Shop No. 21, DDA Market, A-3 Block, Janakpuri, New Delhi. (decentdecorator1990@gmail.com)
- (ii) Kapoor Tent and Light House, C-4-C, Janakpuri, New Delhi. (kunalkapoor8805@yahoo.com)
- (iii) Vishesh Caterers and Decorators (ajay@visheshcaterars.com)
- (iv) Maa Annapurna Tent House, 1/202/2, Sadar Bazar, Delhi Cantt., New Delhi- 110010. (kuljeets614@gmail.com)