

## MOTILAL NEHRU SCHOOL OF SPORTS, RAI (SONIPAT)

### SHORT TERM NOTICE INVITING TENDER

Director & Principal, Moti Lal Nehru School of Sports, Rai, District Sonipat (Haryana)-131029 invites "sealed tenders for **Steel Racks and Special Steel Almirah (Heavy Guage)** in the school. Eligible Firms are requested to submit their offers in sealed envelopes on terms and conditions given in the prescribed Tender Document:-

Sr. No.	Type of Work	Approx. Cost	Earnest Money	Last Date for Submission of Bids
1	Steel Racks (Heavy Guage) and Special Steel Almirah (7'x5') with heavy guage	1.500 Lacs	3,000.00	22-Dec-16

Any person/firm/society can submit their tender for all works or one. The last date for receipt of Tender Form is **22.12.2016** at **1300 Hrs.** and will be opened on **22.12.2016** at **1500 Hrs.** In the presence of Tenderers or their representatives who choose to be present. Tender form without earnest money will not be entertained.

The interested parties may apply to the Director & Principal, Motilal Nehru School of Sports, Rai (Sonipat) on or before **22.12.2016** by **1300 Hrs.** on the prescribed Tender Form along with earnest money by way of Bank Draft in favour of the Director Principal, Motilal Nehru School of Sports, Rai (Sonipat). Cheque/Cash will not be accepted in any case.

The prescribed Tender Form along with terms and conditions can be downloaded from the institute's website [www.mnssrai.com](http://www.mnssrai.com) or can be obtained from M.N.S.S. Office on payment of Rs.1,000/- (Non Refundable) in shape of Bank Draft on or before **22.12.2016**. The parties who download the tender form from website shall enclose Bank Draft of Rs.1,000/- (Non Refundable) towards cost of tender form in favour of the Director Principal, Motilal Nehru School of Sports, Rai (Sonipat). The Undersigned reserves the right to accept or reject/cancel any or all the tenders without assigning any reason thereof.

***The detailed advisement & all subsequent updates, Amendments, Corrigendum's etc. related to this tender will appear in the news papers as well as on the institute's website [www.mnssrai.com](http://www.mnssrai.com)***

**Director & Principal  
MNSS, Rai (Sonipat)**

# MOTILAL NEHRU SCHOOL OF SPORTS, RAI (SONIPAT)

## INVITATION FOR BIDS (IFB) – DETAILED

Director & Principal, Motilal Nehru School of Sports, Rai (Sonipat) invites “sealed short Term tenders” for **Floor Arena and Landing Mats for Gymnastic** in the school premises. Eligible Person/Firms/Societies are requested to submit their offers in sealed envelopes on terms and conditions given in the prescribed Tender Document.

Sr. No.	Type of Work	Approx. Cost	Earnest Money	Last Date for Submission of Bids
1	Steel Racks (Heavy Guage) and Special Steel Almirah (7'x5') with heavy guage	1.500 Lacs	3,000.00	22-Dec-16

The schedule for sale, receipt and opening of Tenders shall be as per following time schedule.

### TIME SCHEDULE

Activity	Date	Time	Venue
Issuance of tender document	From the date of advertisement	From 1000 hrs to 1500 hrs. on any of the working day.	At Accounts Branch, Moti Lal Nehru School of Sports, Rai (Sonipat) and can be downloaded from our website "www.mnssrai.com".
Last date of receiving tenders	22.12.2016	At 1300 Hours	At office of Director & Principal, MNSS, Rai (Sonipat)
Opening of Techno-Commercial bid	22.12.2016	At 1500 Hours	At office of Director & Principal, MNSS, Rai (Sonipat)

**Director & Principal  
MNSS, Rai (Sonipat)**

# MOTILAL NEHRU SCHOOL OF SPORTS, RAI (SONIPAT)

## INSTRUCTIONS TO BIDDERS

### A. General

#### 1.0 Description of the

##### **Work: Scope of work**

The scope of work for Steel Racks (Heavy Guage) and Special Steel Almirah (7'x5') with heavy guage.

**1.1** In these documents wherever the word Tender/Tenderer/Tendering has been used, the same may be considered synonymous with Bid/Bidder/Bidding.

**1.2** Wherever M.N.S.S. mentioned in the document should be read as Motilal Nehru School of Sports, Rai (Sonipat) Director & Principal mentioned, be read as Director & Principal, Motilal Nehru School of Sports, Rai (Sonipat).

#### **2.0 Information to be submitted in addition**

**2.1** Bids submitted shall include the following information along with the bids.

- (a) Copies of documents defining the legal status, place of registration and principal place of business of the company or firm as the case may be.
- (b) Documents in support of minimum Eligibility Requirement required for the work as per Invitation for bids.

#### **3.0 Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of Bids and "M.N.S.S." will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

## Site Visit

4.0 The Bidder and any of his authorized personnel or agents will be granted permission by the M.N.S.S. to enter upon the Site for the purpose of such inspection, but only upon the express condition that the Bidder, his personnel or agents will release and indemnify the employer and Employer's Personnel and agents from and against all liability in respect thereof and will be responsible for personnel injury (Whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expense however caused, which, but for the exercise of such permission would not have arisen

## B. Bid Documents

### 5.0 Content of Bid Documents

5.1 The Bid Documents comprise the following:

- a. Notice inviting tender.
- b. Invitation for bids (IFB) Detailed.
- c. Instructions to Bidders.
- d. Tender form-cum-Financial Bid.
- e. Bill of Quantity.
- f. Declaration Form.

5.2 The Bidder is expected to examine carefully all instructions, conditions, forms, terms, specifications and sites in the Bid documents. Failure to comply with the requirements of the Bid Documents will be at the Bidder's own risk. Bids, which are not substantially responsive to the requirements of the Bid documents, will be rejected. **Bidders are requested to clear their queries before submission of bids and submit bids without conditions. Clarification on Bid Documents**

6.0 Any interested Bidder requiring any clarifications on the Bid documents may notify the M.N.S.S. in writing or by e-mail at the M.N.S.S.'s mailing address indicated in the Bid documents. The M.N.S.S.'s response (including an explanation of the query but without identifying the source of the inquiry) can be seen at institute's website [www.mnssrai.com](http://www.mnssrai.com).

### 7.0 Amendment of Bid Documents

At any time prior to the dead line for submission of Bids, the Employer may for any reason, whether at his own initiative or in response to a clarification requested by the prospective Bidder, modify the Bid documents by amendment.

## **C. Preparation of Bids**

### **8.0 Language of Bid**

**8.1** The Bid prepared by the Bidders and all correspondence and documents relating to the Bid exchanged by the Bidder and the Employer shall be written in the English/Hindi Language.

### **9.0 Documents comprising the Bid**

**9.1** The Bid to be prepared by the Bidder shall comprise of the following: the Bid document and Appendix thereto, the earnest money, the cost of tender form, the Schedules of Supplementary information, and any other materials required to be completed and submitted in accordance with the instructions to Bidders embodied in these Bid documents. The Forms and Schedules provided in these Bid documents shall be used without exception.

**9.2** All documents issued for the purpose of Bidding as described in Clause 5.1 and amendments issued in accordance with Clause 7, shall be deemed incorporated in the Bid.

### **10.0 Bid Prices**

**10.1** The Bidder shall fill the rates against each item of both in words and figures in the blank spaces provided in the respective columns. Item for which no rate or price is entered by the bidder will not be paid for by M.N.S.S. and its price shall be deemed to be included and covered in the others rates.

**10.2** All duties, taxes (including service tax on kitchen services/providing diets and renting of immovable property), cess, licensee / permit fee etc for such establishment and other levies payable by the Bidder under the Contract to local municipal authorities, state / central government including Contractors profit and over heads etc. or for any other cost shall be included in the rates and prices and the total amount of Bid submitted by the Bidder. Any other tax shall be the paid by the bidder directly to the concerned authorities.

**10.3** The rates and prices quoted by the Bidder shall be fixed for all the items complete in all respect.

**10.4** The Bidder shall fill his most competitive rates in the first instance as no negotiations shall be made after opening of the Tenders.

**10.5** The negotiation can be made if needed.

**10.6** Conditional Tender will not be entertained/accepted.

### **Earnest Money**

**11.0** The Earnest Money shall be in the form of a Demand Draft/Pay Order in favour of the Director & Principal, Motilal Nehru School of Sports, Rai from any Nationalised/Scheduled bank. No interest shall be paid on the earnest money.

**11.1** Any Bid not accompanied by an acceptable Earnest money will be Straightaway rejected.

- 11.2** The Earnest Money of unsuccessful Bidders will be returned within a week after finalisation of tender.

### **Format and Signing of Bid**

The Tender shall be filled & signed only by the individual / firm/ corporation/ in whose name the Tender have been issued. The Bid shall be typed or written in indelible ink and duly signed by a person or persons duly authorised to being the Bidder to the Contract. Proof of authorization shall be furnished in the form of written Power of Attorney, which shall accompany the Bid.

- 12.0** All pages of Bid shall be initialled and stamped by the person signing the Bid Where entries or amendments have been made.
- 12.1 The complete Bid shall be without alterations interlining and erasures except those to accord with instruction issued by M.N.S.S. or as necessary to correct errors made by the Bidder in which case such correction shall be initialled by person signing the Bid.

### **Submission of Bid**

- 13 The Bid shall be submitted in accordance with the procedure detailed herein. Specified documents shall be enclosed in the envelope of appropriate size each of which shall be sealed.
- 13.1** Documents in an envelope shall contain Earnest Money.
- 13.2 Original bid documents (All Pages) duly filled up, signed and stamped in all Respect and as indicated in clause 2.1.
- 13.3 The Bidder shall seal the Bid.
- 13.4 The envelope shall address to:  
 Director & Principal, Motilal Nehru School of Sports, Rai (Sonipat)-131029.
- On the envelop clearly written "(i.)Tender for Floor Arena and Landing Mats for Gymnastic".

### **14 Late Bids**

- 14.1** Any Bid received by the M.N.S.S. after the prescribed deadline for submission will liable to be rejected and will be returned unopened to the Bidder.

### **15.0 Modification and Withdrawal of Bid**

- 15.1** The Bidder may modify or withdraw his Bid after Bid submission, provided that modification or notice of withdrawal is received in writing by the authority prior to the prescribed deadline for submission of Bids.
- 15.2** The Bidder's modification or notice of withdrawal shall be prepared, sealed, marked and despatched in accordance with the provisions for the submission of Bids. Notice of withdrawal should be in writing.

## E. Bid Opening and Evaluation

### 16.0 Bid Opening

- 16.1 Bids shall then be opened in the office of Director & Principal, Motilal Nehru School of Sports, Rai at the prescribed time and date for Bid submission in presence of the Bidders.
- 16.2 The authorities will examine the Bids to determine whether they are complete, whether the requisite earnest money and cost of tender form have been furnished, whether the Bids have been properly signed and stamped and whether the Bids are generally in order.
- 16.3 Only Bidders price as quoted in the tender form will be read out.

### 17.0 Clarification of Bids

- 17.1 To assist in the examination, evaluation and comparison of Bids, the authority may ask Bidders individually for clarification of their Bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered by the authority during the evaluation of the Bids in accordance.

## F. Award of Contract

### 18.0 Award Criteria

- 18.1 The authority of Motilal Nehru School of Sports, Rai will Award the Contract to the Bidder whose Bid has been determined to be eligible and to be substantially responsive to the Bid documents and who has offered the lowest evaluated Bid. However Authority of Motilal Nehru School of Sports, Rai reserves the right to cancel full / part of the contract during any / balance period of as provided in the contract on completion / termination of contract.
- 18.2 Director & Principal, Motilal Nehru School of Sports, Rai have right to accept any Bid, to reject any or all Bids without assigning any reason.
- 18.3 **Signing of Agreement**  
Upon the receipt of the Award by the successful Bidder, **the successful Bidder shall fill the Agreement in accordance with form of Agreement** included in the Bid documents and submit the same to the authority **within a week of the date of receipt of Award.**
- 18.4 Failure of the successful Bidder to lodge the required Earnest money by way of Demand draft shall constitute sufficient grounds for the annulment of the Award and forfeiture of the Earnest Money, in which event the M.N.S.S. shall call for new Bids.

**19.0 Supply and Delivery**

19.1 All the bills would be raised in the name of Director & Principal, M.N.S.S, Rai.

**20.0 PAYMENT TERMS**

20.1 The Payment of bill shall be subject to the completion of work as per tender and in terms of quantity.

**21.0 LEGAL PROCEEDINGS**

21.1 In case any legal proceedings arise between the tenderer and the M.N.S.S., the court situated at Sonipat shall have the jurisdiction to entertain such dispute and no other court shall have jurisdiction to entertain dispute arising between tenderer and M.N.S.S.

Date:

Place:

Signature of the Tenderer with Seal



## ANNEXURE -1

**TENDER FORM-CUM-FINANCIAL BID****Floor Arena and Landing Mats for Gymnastic  
Motilal Nehru School of Sports, Rai (Sonipat).**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Detail</b>
1	Name of the Firm/Suppliers	
2	Registration No. and Date	
3	Complete Address	
4	Telephone/Fax/Mobile	
5	E-Mail	
6	i T.A.N.	
	ii P.A.N.	
	iii T.I.N.	
	iv Service Tax Number	
7	Details of Earnest Money	Bank Draft No. _____ Date _____ of Rs. _____  issued by _____ (Name of Bank & Branch)
8	Details of Cost of Tender Form	Bank Draft No. _____ Date _____ of Rs.1,000/- issued by _____ (Name of Bank & Branch)

I, we have carefully read and understood the terms and conditions of the Tender Document.

Date:

Signature of the Tenderer with seal

Place:

**BILL OF QUANTITY (BOQ) for floor Arena and Landing Mats for  
Gymnastic at MNSS, Rai (Sonipat)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Rates Quoted</b>	<b>Signature of the Bidder</b>
1	Steel Racks (Heavy Guage) and Special Steel Almirah (7'x5') with heavy guage		

A. The above rates are inclusive of

1. VAT
2. Service Tax

Signature of bidder with seal

**DECLARATION****Annexure-VII**

(To be attached with the Tender Form-cum-Financial Bid)

I/We \_\_\_\_\_ Prop./Partner of \_\_\_\_\_ hereby enclosed the Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs.

..... issued by the \_\_\_\_\_ (Name of the Bank branch) being the earnest money deposit along with the Demand Draft No. \_\_\_\_\_

Dated \_\_\_\_\_ for Rs. 1,000/- issued by the \_\_\_\_\_ (Name of the Bank branch) being the cost of tender.

I/We have carefully read and understood the terms and conditions. I/We agree to hold this offer for a period up to \_\_\_\_\_ from the date of placement of order. I/We further agree to comply with the terms and conditions of the contract that may be awarded to me/us on the basis of this offer and the event of my/our failing to do so during the period of contract, I/We agree to the forfeiture of earnest money of Rs.

.....

I/We further declare that I/We have not been declared blacklisted by any Govt./Board/Corporation.

Date:

Place:

Signature of the Tenderer with Seal