



# TENDER

For

CONSTRUCTION OF TEMPORARY STALLS , SUPPLY & FIXING OF BOOKRACKS ,  
INSTALLATION & FITTING OF ELECTRICAL WORKS & P.A SYSTEM

(hire and labour charges only)

*for*

**Kul Hind Urdu Kitab Mela**

In front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)**  
from **15-23 June, 2019**

**Tender No: F-TENDER (AIL/UOK/book-fair/2019)**

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL),**  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA.  
FC-33/9, INSTITUTIONAL AREA, JASOLA, NEW DELHI-110025.

Tel. No.: 011-011-49539000 Fax: 011- 49539099

E-Mail: [director@ncpul.in](mailto:director@ncpul.in) Website: <http://www.urducouncil.nic.in>

*in collaboration with*

**ALLAMA IQBAL LIBRARY, UNIVERSITY OF KASHMIR, SRINAGAR**

Mob: 9906560114 Fax: 91-194-2415448

E-Mail: [gmpeerzada@uok.edu.in](mailto:gmpeerzada@uok.edu.in) Website: <http://ail.uok.edu.in>



**Allama Iqbal Library**  
(An ISO 9001:2015 Certified Library)  
**University of Kashmir, Hazratbal, Srinagar- 190006**

**NOTICE INVITING TENDER**

For and on behalf of Competent Authority of the University of Kashmir for NCPUL, sealed tenders affixed with revenue stamp worth Rs.5/= (five ) in *two bid system* are invited from the reputed registered experienced contractors for construction of temporary book stalls on 'octonorm pattern' with supply & fixing of book racks & installation of electrical fitting & Public Address System on hire basis for Book Fair to be held in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K) from 15-23 June, 2019**. The bid/tender document consisting of qualifying information, eligibility criteria, specifications, bill of quantities, terms & conditions and other details can be seen/downloaded from website [www.Kashmiruniversity.net](http://www.Kashmiruniversity.net) & [www.ail.uok.edu.in](http://www.ail.uok.edu.in) as per the schedule given below:

<u>S. No</u>	<u>Description</u>	<u>Date</u>
1.	Cost of Tender Document	Rs.500
2.	Earnest Money Deposit (EMD)	Rs.50,000
3.	Last date for submission of tender	28/05/2019
4.	Date of Opening of Technical bid	29/05/2019

The tender should be submitted in the office of the Librarian Allama Iqbal Library, University of Kashmir Hazratbal, Srinagar , J&K-190006.

In case, downloaded Tender Document is provided with the Bid, a Demand Draft amounting to the cost of Tender document Fee shown in detailed notice may be furnished as Tender Document Fee pledged to University Librarian, Allama Iqbal Library. Conditional bids will be straight away rejected and the bidder(s) are advised to quote strictly as per the terms and conditions of the tender documents and not to stipulate any deviations/exceptions. Interested firms will be required to quote for all items. The tender document fee can also be, deposited in the Office of Allama Iqbal Library

The Librarian reserves the right to reject any tender without assigning any reason thereof.

**Sd/-**  
**Librarian**

No: F-TENDER (AIL/UOK/book-fair/2019)

Dated: 20/05/2019

Copy to:

- 1) Media Coordinator for publicity through two prominent local dailies.
- 2) Scientist "B", IT&SS for uploading on the website of University of Kashmir.
- 3) File for record.

## **Conditions of Contract**

### **Eligibility of Tenderer:**

- The tenderer should have experience of executing single similar works of worth not below Rs.12 lakhs in last year annual turnover Rs.30 lakhs in last three years. A copy of last three financial years. Profit & Loss statement and relevant audited Balance Sheets should be uploaded with the offer.
- The Registration number of the firm (under Society Act / Company Act / etc.) along with the CGST/SGST No. allotted by the Tax Authorities, PAN number, TIN number and copy of Income Tax return for the last three financial years should be given in the technical bid, failing which Tenderer's bid would become invalid and same shall be rejected.
- Work done in the field of Book Fair with Government Organizations / Public Sector Undertakings /Autonomous Bodies/ bodies organising Book Fairs, in last three years in India (Reference of Organisation with Purchase Order of similar items) should be submitted with the Bid. Tenderer should not have ever been disqualified by any of its clients on account of non-fulfillment of contract for supply/installation/maintenance related issues. If so, the tenderer should submit the details of the same. The tenderer has to give an undertaking in this regard. Upon verification, evaluation/assessment, if any information furnished by the Tenderer is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same shall be entertained.
- Tenderer shall submit a letter nominating a signatory to sign this tender and coordinate on behalf of the company regarding this tender. This letter shall be written/typed on the letter head and be submitted along with Technical Bid.

**Tender Cost: Rs. 500/-**

### **Duly filled-in Tender:**

All the column of the tender should be dully filled-in. Any cutting/overwriting in the tender must be counter signed by the person who is signing the tender.

### **Earnest Money Deposit (EMD):**

Tenderer has to deposit interest free earnest money of Rs.50,000/- (Rs. Fifty thousand Only) in the form of Demand Draft in favour of Librarian, Allama Iqbal Library, payable at Srinagar which will be returned to successful bidder without any interest after successful completion of works/Book Fair.

The companies /Tenderer, even having valid exemption certificate for EMD, shall not be given any exemption from EMD submission.

The EMD will be forfeited in the following cases:

- a) If bidder fails to complete the work in compliance to the specifications, as mentioned in tender documents, within stipulated date and time.
- b) If bidder withdraw his tender before validity period.
- c) If bidder fails to accept the order based on his offer.
- d) For any loss caused due to delay in the delivery of assigned work at destination.
- e) Poor quality of work.

**Scope of Work:**

The successful Tenderer will take total responsibility for CONSTRUCTION OF TEMPORARY octonorm STALLS , SUPPLY & FIXING OF BOOKRACKS AND INSTALLATION & FITTING OF ELECTRICAL WORKS & PUBLIC ADDRESS SYSTEM for Kul Hind Urdu Kitab Mela going to be held in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019**. Construction of water proof temporary stalls and other fixtures as mentioned (hire and labour charges only)

**Service Facility:**

- Must have adequate manpower and materials to handle work assigned for and during Fair.

**Surety by Tenderer:**

- In the event of any loss caused by accident/incident during the transportation of material and exhibition, the same shall be borne by the contractor. He shall not be entitled to any compensation or claim from the National Council for Promotion of Urdu Language or from Allama Iqbal Library for any loss to his men & material, articles, dead stock, furniture, fixture cloth, due to natural calamities beyond the control of the authorities.
- During the period of construction, the contractor shall have to make his own arrangement for facilities such as water, electricity, storage, security etc.
- The contractor will be responsible for the up-keep, maintenance of installation & security arrangement of entire structure constructed by him including books inside stalls till the end of the Fair, for which no extra payment shall be made. Breakage and damage, substandard material reported if any, shall immediately be replaced / repaired without any extra cost.
- The contractor shall repair all pots, holes and damages to the Fairground owing to erection of exhibition structure after conclusion of fair under his/her own arrangement and cost.
- The contractor must take a comprehensive insurance cover against fire, pilferage, riots, etc. and other natural calamities like earth quake, flood, storm etc. for the man, material used for erection of Pandal including books displayed/ stored by publishers in each allotted stall for entire duration of Mela.
- The contractor must also obtain necessary clearance from the statutory authorities as per rules and should hold necessary license and permit to execute such jobs.
- The contractor will pay for any loss to Book Seller/Publisher happened due to theft, fire or natural calamities if claimed by them because of breakage and leakage of structure of stall.
- Materials used and procedure adopted must conform to relevant codes and statutory requirements and should be of a high standard.
- The Contractor will ensure that the structure of Fair should be earthquake and fire resistant.

**Bid Price:**

The price shall be with all applicable taxes (whatsoever) and other charges.

**Validity of the tender:**

The tender shall be valid for a period of 90 days from date of opening of the Technical Bid of tender.

**Preparation of Bids:**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- The bidder should be a registered firm having GST No. and PAN No.
- The bids should be accompanied with attested Xerox copies of GSTIN No., PAN Card.
- The bids should be submitted on the Tender Document issued by the Library
- The bidder should visit the site in advance and satisfy himself/herself before submission of tender

**Assistance to Bidders:**

- Any queries relating to the tender document and the terms & conditions contained therein should be addressed to the tender inviting authority or the relevant contact person indicated in the tender.

**Rejection of Bid:**

- While submitting the Bid, if any of prescribed conditions are not fulfilled or are incomplete in any form, the Bid is liable to be rejected.
- If any Bidder stipulates any condition of his own, such conditional Bid is liable to be rejected.
- Librarian, Allama Iqbal Library, reserves the right to reject any or all tender(s) / Bid(s) without assigning any reason.
- Librarian, Allama Iqbal Library, reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any Bid.

**Opening of Technical Bid:**

- The Technical Bids shall be opened on 29.05.2019 at 15:00 hours, in the office chamber of the Librarian, Allama Iqbal Library , University of Kashmir.

**Opening of Commercial Bid:**

- The Commercial Bid of technically qualified Bidders will be opened after getting the minimum eligible technical bids.

**Delivery of work:**

- The successful Bidder shall complete CONSTRUCTION OF TEMPORARY STALLS, SUPPLY & FIXING OF BOOKRACKS AND INSTALLATION & FITTING OF ELECTRICAL WORKS & PUBLIC ADDRESS SYSTEM for Kul Hind Urdu Kitab Mela, going to be held in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019** as available at [www.kashmiruniversity.ac.in](http://www.kashmiruniversity.ac.in) & [www.ail.uok.edu.in](http://www.ail.uok.edu.in). The exact quantity of work will be informed at the time of work order. Librarian, Allama Iqbal Library have right to increase or decrease part of work on the basis of the requirement of the Council without prior information.
- Work must commence from 05 June 2019 and must be completed by or before 13th June 2019, failing which the contractor will be liable to pay a **penalty of Rs.5, 000/- per hour**.
- The liability of equipments till completion of the Fair shall lie with the tenderer.

**Payment Terms:**

- No advance payment against work allotment will be made.
- Payment shall be made on completion of the work subject to the physical verification done by the officers of the NCPUL /Allama Iqbal Library within a month of the conclusion of the Fair.
- Depending upon the progress of work and subject to the recommendation of the officer-in-charge of the Fair, part payment may be made to the contractor after the inauguration day of the book fair.

**General Terms & Condition:**

- The Bidder shall at all times indemnify the LIBRARIAN, ALLAMA IQBAL LIBRARY against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, employer Liability act, 1938, Workmen's compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, or any modifications thereof or as a consequence or any accident or injury to any workman or other persons in or about the Works, whether in the employment of Tenderer or not, save and except where such accident or injury has resulted from any act of LIBRARIAN, ALLAMA IQBAL LIBRARY, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may, with the consent of the Tenderers, be paid to compromise or compound and claim, without limiting his obligations and liabilities as above provided, that Tenderer shall insure against all claims, damages or compensation payable under the Workmen's compensation Act, 1923 or any modification thereof or any other law relating thereto.
- Bidder will be responsible to provide insurance cover to man, machines materials involved till dismantling after completion of Fair.
- Bidder will not sublet/transfer whole or any part of the assigned work to other(s).
- The tender shall be submitted on the prescribed tender form (Annexure-I & II). Tenderer shall be required to deposit Rs. 50,000/- as earnest money (refundable) in the form of a demand draft drawn in favour of the Librarian, Allama Iqbal Library, payable at Srinagar.

- Quoting of lowest rate may not be criteria for becoming the successful tenderer. It would be based on the physical verification of credentials and documents, acceptance of terms and conditions of Technical Bid as well as recommendations of the constituted NCPUL & Allama Iqbal Library Committee. The successful tenderer will be required to deposit a sum of Rs.1,00,000/- or 3% on work order value, whichever is more as security deposit (refundable) in the form of either demand draft from any nationalized bank drawn in favour of the LIBRARIAN, ALLAMA IQBAL LIBRARY payable at Srinagar.
- The earnest money deposited by the successful tenderer will be retained as security till completion of the Fair. The earnest money and the security shall be refunded alongwith the final payment of the bill(s) subject to certificate issued from ground owner about repair of all damages caused during execution or during mela. Earnest money, however, shall be liable to be forfeited if either the contractor fails to complete the job within the stipulated time or the job is not done satisfactorily as per the specifications.
- The tenderers should fill the rates in given TENDER DOCUMENT only. While quoting the rate, the tenderer will ensure that the rate should be inclusive of all charges such as transportation of exhibition structure / Taxes, Octroi, insurance coverage/ tent etc. up to the site of fair, labour engaged for fabricating the stalls and other items required for Fair.
- NCPUL/ALLAMA IQBAL LIBRARY will not pay any Toll Tax, Sales Tax, Royalty and any other Tax, if levied by State Govt. while transporting exhibition structure to and fro.
- The TDS will be deducted from the billed amount as per rules. The tenderer should fill the rates in figures as well as in words, the tenderer will ensure that rate should be inclusive all charges of Taxes, transportation and labour charges.
- The quantities according to actual requirement of work in the schedule may either be increased or reduced at the discretion of the NCPUL/ALLAMA IQBAL LIBRARY. If considered necessary, any item(s) can be dropped completely. No claim regarding this shall be entertained.
- The contractor will be bound to construct/erect the stalls and other structures as per lay out plan and designed to be provided by NCPUL/ALLAMA IQBAL LIBRARY.
- NCPUL/ ALLAMA IQBAL LIBRARY is not bound to accept the lowest rates quoted by any tenderer and reserves the right to accept the whole or any part of the tender or portion of the quantity offered, which the tenderer shall supply at the rates quoted. Tenderer should quote for all items.
- The contractor shall engage technically qualified architect/engineer and experienced supervisors/ personnel for executing the work
- Each tender should be accompanied with documentary evidence of the tenderer being a registered/approved government contractor and of his having done work of a similar nature.
- The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting tenders. Tenderers are advised to submit layout plan for stall before starting work.
- On completion of the Fair, the contractor must remove the installations within week's time.
- The Tenderer will not be allowed to sublet the work to any other contractor for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted.

- The NCPUL/ALLAMA IQBAL LIBRARY reserves the right to visit the Godown of the Tenderer at any time before award of the job to assess the worthiness of the Bidder.
- In the event of items not being in required quantities or specifications, penalty will be imposed as per approved rate of item in tender.

**Force Majeure:**

All disputes, differences and questions arising out of the contract, in any way touching or concerning between NCPUL/ALLAMA IQBAL LIBRARY and Tenderer will be referred to the committee nominated by the Librarian, Allama Iqbal Library or any person appointed by him. In failure, the appropriate Courts at Srinagar alone shall have jurisdiction to entertain and try the dispute.



## Chapter – 4: Specification and allied Technical Details (Annexure-A)

(NOTE : Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

1. Particulars of Tenderer : \_\_\_\_\_
- (i) Name of the Contract/ Agency : \_\_\_\_\_
- (ii) Registration No. and year of Registration (with documentary Evidence) : \_\_\_\_\_
- (iii) The agency has own facility or hired form authorized dealers : \_\_\_\_\_
- (iv) Organization to whom the agency has been registered with year in which established : \_\_\_\_\_
- (v) Office Address and Tel No. and the stock of material is kept at : \_\_\_\_\_
- (vi) Name (s) of the Proprietor/Partners : \_\_\_\_\_
- (vii) Name and address of Bankers : \_\_\_\_\_

2. Past Experience of similar work (Preferably for last three years)

St. No.	Year	Name or the Organ.	From	To	Details of work executed	Value in a Year
1.	2016					
2.	2017					
3.	2018					

- Has the firm ever been debarred/ Black listed by any organization?  
If Yes, the details thereof. : \_\_\_\_\_

- Details of Award/Certificate of Merit etc. received from any organization. (Please attach copy of certificate(s). : \_\_\_\_\_

- Ability to do the job as per Specifications (Yes/No)



## Price Schedule Annexure—‘B’

The detail for submission of Commercial Bid for Tender Document, as available at [www.Kashmiruniversity.net](http://www.Kashmiruniversity.net) & [www.ail.uok.edu.in](http://www.ail.uok.edu.in) for Urdu Book Fair going to be held in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019**

S.No.	Description of work	Quantity (approx) (in sq. ft.)	Rate Rs. P. (per Sq.ft.)	Total Amount In Rupees
1	2	3	4	5
	<b>CIVIL WORK</b>			
1.	Gate Size (width 20' x height 20'-25") and as per design given by the office <b>Material: Wooden frame and plywood on all four sides lettering on flex (with any other modification suggested during the erection of the gate)</b>	<b>2 Nos.</b>		
2.	Supply and construction of temporary roof of 3.3 M height with pavilions of specified size 10' x 17" and shape with strong ballies /scaffolding pipe posts, runners and purlins to be fixed on the concrete paved ground in support of existing building Iron wind grills stand against storm and rain with G I sheet top (water proof)	<b>15,000 Sq. ft.</b>		
3.	Supply and fixing of cloth (White, should be neat and clean) false ceiling on wooden frame of approved shade and design below G I sheet of each pavilion together covered Samyana width in 6" in front of each stall to prevent sun light	<b>16,000 Sq. ft.</b>		
4.	Supply and fixing of G I sheet upto 10" height on the sides of each pavilion with ballies, posts and runners to be fixed on the ground in support of existing building Iron wind grills.	<b>9,000 Sq. ft.</b>		
5.	Supply and making cloth/ partitions of approved shade on wooden frames in the pavilion upto 10" height	<b>9,000 Sq. ft.</b>		
6.	Supply, fixing and making of 3 ft. wide navy blue cloth giving local touch facia over the wooden frame which run throughout the length of the pavilions	<b>3000 Sq. ft.</b>		
7.	Supply and laying of wooden platform with stand 115 mm thick on Floor of Pavilion 13.5" wide	<b>12,500 Sq.ft.</b>		
8.	Supply, laying and pasting of carpet of the approved shade & colour on floors of different area including foot way in front of each stall.	<b>15,000 Sq. ft.</b>		
9.	Supply and laying the green jute mat in open space of the Mela ground	<b>6,000 Sq.ft.</b>		
10.	Fire Extinguisher CO2 Type 4.5 Kg with one trained person to be present to operate in case of fire accident.	<b>10 Nos.</b>		
11.	Supply and fixing of waterproof kanats of 15"x6" size (full duration)	<b>80 Nos.</b>		
12.	The required manpower to change over the stage for cultural program & placing water bottles on tables and cleaning of Auditorium for 9 days	<b>Full Duration</b>		
13.	Supply of flower pots	<b>200 No's</b>		

14.	Supply of drinking water for 09 days caring of hygiene in properly covered cold containers with disposable glasses for use of all visitors in pavilion, LIBRARIAN, ALLAMA IQBAL LIBRARY office. This will also include the Packed water bottles to be provided in the reception office for staff and guest visitors/ VIPs/ stage artists each day.	<b>Full duration</b>		
15.	Supply & fixing of stall inside the structure of size 3 mtr. x 3 mtr. each with pre-fab. Octonorm system consisting of 9 panels (in pre-laminated) with 30 wire mash.	<b>114 Nos.</b>		
16.	Supply & fixing of steels Books racks( White Colour) size 70" x 36" x 12" having 4 shelves on slotted angle Iron in two side of Octonorm stalls for displaying books	<b>225 Nos.</b>		
17.	Writing the names of participants in Urdu and English on the facia of each stall.	<b>114 Nos.</b>		
18.	Cleaning and sweeping the entire Fair ground	<b>Full duration</b>		
19.	Providing Security Guards for 24 hrs. (4 guards for 8 hours service duration)	<b>Full duration</b>		
20.	<b>Furniture</b>			
	(a) Chair Fiber	<b>250 Nos.</b>		
	(b) Counter Table	<b>124 Nos.</b>		
	(c) Sofa	<b>2 Nos.</b>		
	(d) Almira with lock	<b>1 No.</b>		

### **ELECTRIC INSTALLATION P.A. SYSTEM**

21.	Providing fluorescent tube light fixtures of 40 watts complete with choke, holder, starter, patti and tube or CFL/Led bulb with the same capacity for all stalls, offices, main gate, etc. including all necessary wiring at DB/Switch boards with necessary earthing post etc.	<b>640 Nos.</b>		
22.	Providing flood lights similar to Philips lamps with adjustable beam and angle complete with 500 watts lamps/ CFL bulb with equivalent luminescent and necessary wiring.	<b>20 Nos.</b>		
23.	Providing 3 pin plug wherever necessary, with switch and necessary wiring for tables lamps or demonstration, display model lights in various sections each capable of carrying a load of upto 200 watts, Fan	<b>114 Nos.</b>		
24.	<b><u>Providing low watt bulbs for decoration of gate and trees etc, including all wiring (complete Set)</u></b>	(complete Set)		
25.	Mobile Generator set (with Diesel) 125 KVA	<b>1 No.</b>		

26.	Main line connection for total job from electric and generator set sources and providing a line for connection inside the stalls/ stands of participants, illumination of Main Gate and toilet, area of the exhibition ground and any other area of the ground, if required with proper and sufficient supply. It shall be the duty of the contractor to get the temporary electric connection for the fair at his own cost. The contractor shall arrange installation of the connection, tendering of Security Deposit etc., to Government Authorities at his own cost. Only actual consumption charges will be reimbursed to contractor by LIBRARIAN, ALLAMA IQBAL LIBRARY on production of original bill by the contractor. In case of any problem for getting electric connection, it shall be the sole responsibility of the contractor to provide adequate supply through hiring more generators at his own cost and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. <b>Note :</b> Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls.	<b>1 Job</b>		

### Public Address System

27.	(a) Two Cam Video (HD) recording and still camera for 09 days (b) Gao takiya, Gadda etc. as per cultural programme (c) 3 cordless 2 lapel mics, 2 stand mics and 7 for Ghazal shows and related equipments for programme	<b>Complete Set</b>	<b>Full duration</b>	
28.	(a) Inaugural Function which includes providing Brass lamp with stands candles and other items required for inaugural and valedictory function and other purposes for VIPs alongwith crockery for serving tea and snacks etc. (b) Decoration of stage for Inaugural, Valedictory and other cultural programme	<b>Full duration</b>		
		<b>Total</b>		

### Important Note:

I/We.....undertake to abide and be bound by the terms and conditions of the tender/ contract. I/We also certify that the rates quoted by me/us are inclusive of charges such as transportation leveling of ground of Fair etc. and no such expenditure if any incurred on this head will be claimed by me/us separately. **Requirement may increase or decrease as per decision of competent Authority.** The above specifications are minimum requirements. However, higher technical specifications may be considered subject to competitive price offered. The Bidder must quote for all the items, inclusive of all the taxes, whatsoever. Prices quoted should be Free of Delivery (F.O.D.) at destination sites (quantity may vary at the time of placing the supply order) inclusive of all charges like Sales Tax/VAT/GST, Excise Duty, Insurance, Technical Service/Installation charges Freight, Octroi, Implications on account of GST implementation, etc. No other charges/taxes/levies shall be payable. No form „C“/„D“/undertaking will be provided by LIBRARIAN, ALLAMA IQBAL LIBRARY to any of the Bidders. Bidders must quote rates only in the Tender Document available at the eprocure.gov.in. If a firm / bidder quote NIL charges / Consideration, the bid shall be treated as unresponsive and shall not be considered.

## Contract Forms

I/We hereby submit tender against tender notification dated 20.05.2019 issued by ALLAMA IQBAL LIBRARY for the work as per specification given for fabrication of stalls and other requirements (hire and labour charges only) as mention for in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Council for Promotion of Urdu Language (LIBRARIAN, ALLAMA IQBAL LIBRARY). I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of the Librarian, Allama Iqbal Library shall be final and binding on me/us. The terms and conditions of tender as enclosed at annexure I containing Para 1 to 30 and rate quoted in Annexure II are acceptable to me/us.

A Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_ intended for the prescribed amount in favour of LIBRARIAN, ALLAMA IQBAL LIBRARY, payable at New Delhi is enclosed as earnest money as desired. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract.

My/our PAN no \_\_\_\_\_ and Service tax no \_\_\_\_\_.

I/WE shall have no claim to the refund of earnest money/Security prescribed against this tender in the event of my/our noncompliance of the contract, provided such contract is implemented within the period of validity of my/our tender. I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory Services/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity.

(Initial of Tenderer with Rubber Stamp)

My/our tender shall remain valid for a period of 1 year from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration.

I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unconditional acceptance.

Thanking you,  
Yours faithfully,

Place

Name  
Date Signatures with  
stamp  
& Full Address

## Other Standard Information

### Checklist of Certificates/Attachments

S. No.	Documents	Page No.
7.1.1	Proof of Bank Demand Draft/ EMD	
7.1.2	Documentary evidence of award of work and turnover of Bidder. Balance sheets of last 03 audited years.	
7.1.3	Certificate of Acceptance of Terms and conditions of tender documents and undertaking that the bidder has, never, been disqualified/blacklisted (in original) and Undertaking that the Bidder have sufficient resources of supply of hardware and software items all over India	
7.1.4	Attested copies of GST, Service Tax Registration No., Income Tax Return, PAN No. & TIN No., Copy of Society / Company Registration, etc.	
7.1.5	Experience Certificates of Government Organizations / Public Sector Undertakings /Autonomous Bodies and their Compliance Sheet.	
7.1.6	Authority letter of the representative for interaction with LIBRARIAN, ALLAMA IQBAL LIBRARY if attending tender process	
<b>Note:</b>	All the documents must bear continuous page number, in ascending order, stamp and signature of the tenderer.	

----End of Tender Document---