

Council for Advancement of People's Action and Rural Technology (CAPART)

(Under the aegis of Ministry of Rural Development, Govt. of India)

Core-C, Zone V-A, 2nd Floor, India Habitat Centre,

Lodhi Road, New Delhi - 110 003

TENDER NOTICE

1. Tender No.	No.-20-233/2011-12/Mkt		
2. Purpose	Providing Accommodation for participants of SARAS Fairs and other events.		
3. Due date of Submission All envelopes	Date	Time	Place
	31.10.2012	12:30 P.M	CAPART Hqrs.
4. Opening of tender			
Envelope No.1	31.10.2012	12:30 PM	CAPART Hqrs.
Envelope No. 2	31.10.2012	02:00 PM	-do-

SPECIAL CONDITIONS

The last date for receipt of the bids is 31.10.2012 by 12:30 P.M. Bids received after this date and time will not be accepted.

For any further information/clarification you may contact Dr. S. R. Singh, Director (Marketing) on Tel.- 011-24656698.

Quotations complete in all respects should be addressed to:

Director (Marketing)

Council for Advancement of People's Action and Rural Technology (CAPART),

Core-C, Zone V-A, 2nd Floor,

India Habitat Centre, Lodhi Road, New Delhi 110003

The same should be placed in the tender box located at the facilitation centre of CAPART Hqrs., New Delhi.

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The Council for Advancement of People's Action and Rural Technology (CAPART) will be organizing SARAS Fair during IITF - 2012 at Pragati Maidan and Dilli Haat at INA Market and is in need of accommodation for the artisans.

1. Scope of the Work

The firm should be able to provide accommodation with water, electricity, and bedding (in good and clean condition, quilt, mattress, bed sheets & pillows with covers and safe drinking water and buckets and mugs. The total number of individuals to whom accommodation has to be provided will vary from 300 to 600 individuals based on event, but a bidder may bid for less than this number, based on the availability of the accommodation with the bidder.

2. Submission of Bids

The bidders will have to submit their bids in two separate sealed envelopes as mentioned below:-

i. First envelope should contain the filled up questionnaire ("**Annexure A**") regarding the credentials of the firm and Earnest Money Deposit in the form of a Bank Draft drawn in favour of CAPART payable at New Delhi. The envelope should be superscripted "Technical Bid for providing accommodation" The bids of Agencies that do not meet the criteria will be rejected.

ii. Second envelope will contain financial bid superscripted "Financial bids for providing accommodation". Financial bid should be submitted in the prescribed format given in "**Annexure B**".

3. Earnest Money Deposit (E.M.D.)

A sum of Rs.10,000/- (Rupees Ten Thousand only) should accompany each bid in the form of Bank Draft in favour of CAPART payable at New Delhi. The EMD may be placed in a separate sealed cover and shall be submitted along with the financial bid.

Bids/Offer not accompanied with the requisite EMD in a separate sealed cover or bid accompanied with bid guarantee of inadequate value shall not be entertained and in such cases bids shall be returned to the bidders without being opened.

In case of award of work, the EMD shall be converted into Security Deposit and shall be released after one month of successful completion of job. EMD of unsuccessful applicants will be returned immediately after the finalization of contract.

4. Criteria for Selection of Agency

1. The firm should provide accommodation within 10 Kms radius of the event venue.
2. The firm should provide accommodation in established and running hotels/hostels with the required proper facilities.
3. The firm should have a minimum annual turnover of Rs. 10.00 lacs during last three years.
4. The firm should have at least one office in the NCR region.

The bidders are required to understand the work properly before quoting the rates. Submission of tender by the Agency will imply that it has read all the documents and has made itself fully aware about the work. CAPART reserves the right to assess bidder's capacity to perform the contract should the circumstances warrant such assessment.

5. Instructions for Tenderers

The rate quoted shall remain fixed and valid for one year from the date of entering into contract with CAPART.

6. Service standards for Accommodation

- Single bed for each guest with good quality furniture, mattress, bed sheet, pillow cover, quilts.
- Availability of clean and hygienic toilets and other related facilities - attached to the rooms or available conveniently on site.
- Safe drinking water facility – available conveniently.
- Round-the-clock security and other safety-related measures - on site.
- Separate rooms for men and women.

7. Mode of Selection

The financial bids of only those parties will be opened who are prima facie found suitable for consideration on the basis of their technical bids.

The decision of CAPART with regard to selection of the agency will be final and no communication in this regards will be entertained. It may be noted that CAPART reserves the right to reject any or all the offers without assigning any reason whatsoever. The CAPART will also have the right to amend the pre-qualification/selection criteria.

8. Terms of Payment

- The accommodation shall be provided as per the specific work orders issued by CAPART and billings and payments shall be made accordingly.
- 20% of the total contract value on providing the accommodation.
- 30% of the total contract value after one week of service provided and 30% on completion.
- The balance 20% within 15 days after completion and submission of the bills and necessary documents etc.

9. GENERAL TERMS AND CONDITIONS GOVERNING THE CONTRACT

1.0 DEFINITION OF TERMS

1.1 Party shall mean the bidder whose bid will be accepted by CAPART for the award of the work specified and shall include such successful bidder's legal Representatives, successors and premised assigns.

1.2 Party shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep CAPART indemnified against all losses, damages and claims arising thereof.

1.3 Party shall be solely responsible for payment of rent/wages/salaries and allowances to its personnel that are applicable under the laws in force including any new Act or order of Government that may become applicable. CAPART shall have no liability whatsoever in this regard.

1.4 Party shall be fully responsible for theft, burglary, fire or any mischievous deeds by its staff.

10. OTHER TERMS AND CONDITION

2.1 Earnest money shall be forfeited in case of following:-

- (i) On revocation of tender or increase in rates after opening of the tender but before the validity of quotation expires.
- (ii) On refusal to enter into contract after the award of contract.
- (iii) If the work is not commenced on the date of starting the work after the work is awarded to the contract.

2.2 The E.M.D shall be returned to the unsuccessful bidders after the award of the contract.

2.3 In case of any delay, liquidated damages@ 5 per cent of the contract value per day would be levied.

2.4 The contractor will make his own arrangement for watch and ward till the completion of the work.

2.5 The contractor will work in close co-ordination with the Director (Mkt), or any other assigned officers of CAPART, New Delhi.

11. TERMINATION OF CONTRACT

□ At any time the party makes any default in proceeding with the work or fail to exercise, the due diligence and continues to do so even after the same has been brought to its notice, or commits any default in completing any of the terms and conditions, even after the notice in writing is given to it on that behalf by the Officer-in –charge, CAPART may without prejudice to any other right to remedy accruing to the party or accruing thereafter to the CAPART, may by written notice terminate the contract as a whole or part of the contract. The party shall be liable to pay damages towards the breach of contract including but not limited to the extra costs, expenses, considerations etc incurred by CAPART on account of termination of the contract with the party.

□ All instructions, notices and communications, etc. under the contract given in writing and if sent to the last known place of the business of the party shall be deemed to have been served on the date if in ordinary course of post these would have been delivered to the party.

□ CAPART reserves the right to terminate the contract at any time or stage during the period of contract without assigning any reason and without any financial consideration/implication to CAPART.

12. ARBITRATION

a) In the event of any dispute or difference whatsoever arising under this contract or in connection therewith, including any dispute relating to existing meaning and interpretation of this contract, the same shall be referred to the sole arbitration of some other person appointed by the CAPART, New Delhi. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1999.

b) There will be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.

c) Notwithstanding any dispute between the parties, the party shall not be entitled to withhold, delay or defer its obligations under the contract and the same shall be carried out strictly in accordance with the terms and conditions of the contract.

d) The Arbitrator shall give speaking and reasoned award with respect to the matter referred to him by either of the parties.

13. DEVIATION

The party must comply with the tender specifications and all the terms and conditions of contract. No deviation shall be entertained.

14. TAX DEDUCTION AT SOURCE

Income Tax and other taxes shall be deducted at source from the running bills as per applicable Tax rules by CAPART.

15. RISK & COST

If the party does not carry out work in full at the stipulated time, the same may be got done by CAPART at the risk & cost of the party.

Details of the Firm

1. Name of the Firm :
2. Address:
3. Telephone No:
4. Fax No:
5. Website & email ID :
6. Name, Address, Phone No. and email id of Proprietor/Partners
7. Date of Establishment of the Firm:
8. Whether Registered under Sales Tax(Please attach necessary document):
9. PAN No of the Firm:
10. RTGS/NEFT No. of the Bank:
11. Bank Account number with Branch name, Address and IFC Code of the Bank:-
12. Copies of Income Tax returns of the firm for the last three years:

Annexure B

Particulars		Amount (Rs.)
a)	Rate per room for a room with two single beds.	
b)	Extra charges per bed for extra beds, if required	

Please indicate the number of rooms being offered =.....

Please note:

1. All rates to be quoted shall be all-inclusive including all the applicable taxes and charges.
2. Billings and payments shall be as per the number of rooms (and extra beds, if any) actually taken possession by CAPART and for the number of days kept in its possession.