

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Bilaspur, Himachal Pradesh**

No. AIIMS-BLS/(G)/2024/NIQ/ 06

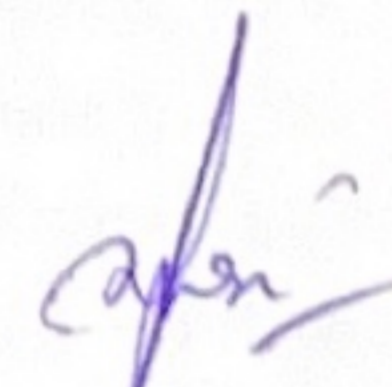
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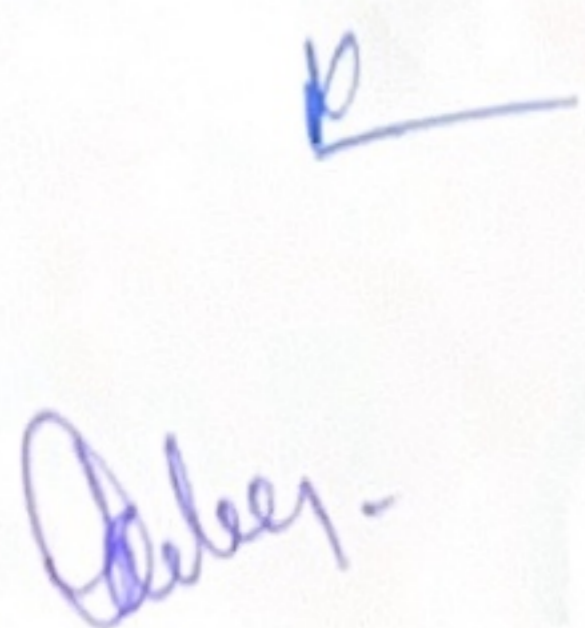
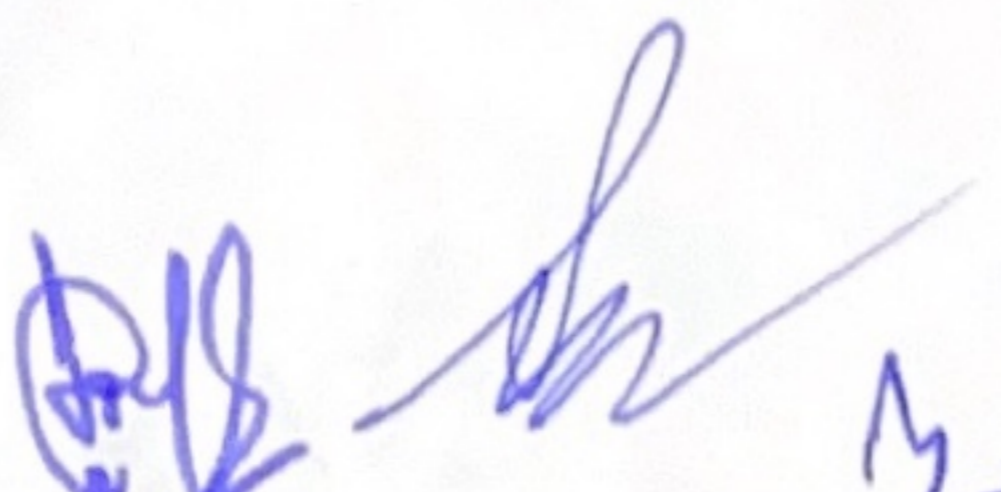


**NOTICE INVITING QUOTATION**  
**For Venue and Stage Management**

Password protected quotations/Sealed Quotations are invited from the interested parties/agencies for setting up of Stage along with other items as mentioned in scope of work (Annexure I) at AIIMS, Bilaspur for the proposed programme of Hon'ble Union Health Minister in the month of October 2024(Tentative, date of event to be intimated later). The scope of work and the items to be hired are detailed at Annexure-I & III. Both the bids viz. "Technical and Financial" should be sent on email id : [Storeofficer@aiimsbilaspur.edu.in](mailto:Storeofficer@aiimsbilaspur.edu.in) on or before 26/09/2024 up to 11:00 A.M in separate PDF files and files to be named as "Technical bid and Financial bid" separately. The Financial bid must be password protected" or Sealed quotations in single envelope duly subscribed at the top of envelope as "Quotation No. **AIIMS-BLS/(G)/2024/NIQ/..06....** with due date 26/09/24 for the venue and stage management" containing both Technical bid and Financial bid separately in separate Envelopes. The quotations should be sent on following address on or before 26/09/24 up to 11:00 A.M.

**Procurement Section**  
**Academic Block**  
**3<sup>rd</sup> Floor , AIIMS Bilaspur HP 174037**

The mail/ quotation will be opened in the presence of parties in the meeting to be convened in the office chamber of the undersigned. If parties desire to appear in the said meeting may request on above mentioned email ID before closing date. Financial bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Earnest money of Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of Bank draft in favor of Executive Director, AIIMS, Bilaspur , H.P. is to be submitted on or before 26/09/24 up to 11:00 A.M. **The technical bid without earnest money will be rejected straight way.** Earnest money in cash shall not be accepted.

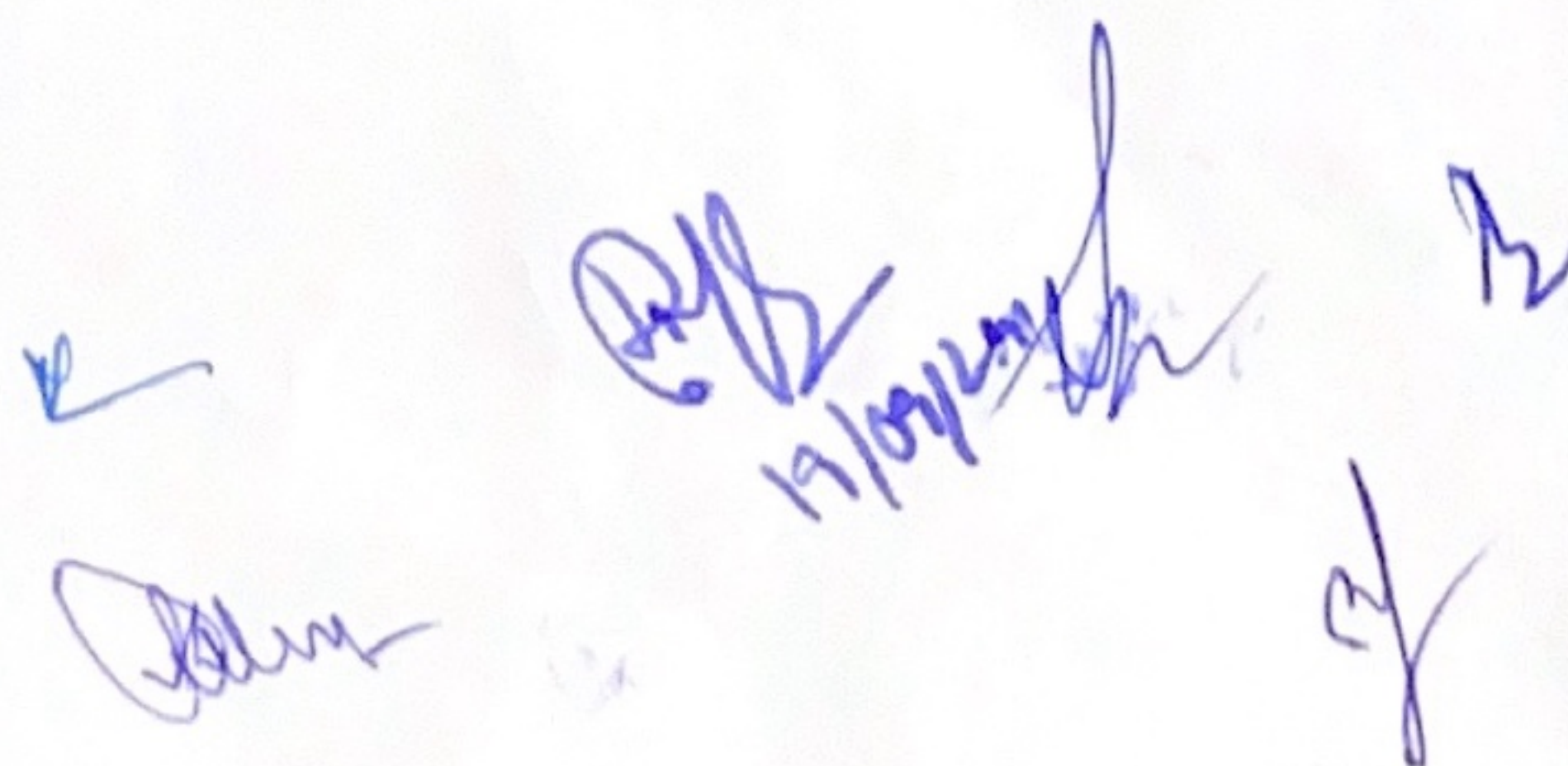
  
Signature **Dr. Nidhipuri**  
Chairperson, LPC

  
  
19/09/2024  
  


The parties willing to participate in the tender should fulfill following conditions: -

**Terms & Conditions: -**

1. Bidders should be registered under GST Act.
2. The participants/Firm must have wide experience in the field and shall submit in brief the details of events conducted by them in last three years.
3. They shall submit their PAN number.
4. The participants/Firm should have done such event of value more than 5.00 lakhs.
5. EMD of Rs. 10,000/ in the shape of D.D. in favor of Executive Director, AIIMS, Bilaspur, in separate envelope with BLS/(G)/2024/NIQ/.06..... mentioned on the envelope and the same to be dispatched to **Procurement Section, Admin Block, AIIMS Bilaspur H.P.**
6. EMD of unsuccessful bidders will be returned after 2 days of opening of bid. However, EMD of L-1 will be retained till the satisfactory completion of the work.
7. All the installation should be done 24 hours before the event.
8. Material provided should be of the best quality.
9. The clothing material should be neat and clean without any stains.
10. The number of items is tentative and may be increased or decreased as per requirement.
11. Alternative bids shall not be considered. Only one tender can be applied by the person/ firm individual or in partnership.
12. The technical bid and financial bid is to be shared in PDF file and the financial bid file is to password protected on the email id: Storeofficer@aiimsbilaspur.edu.in. Please retain the password with you. The password will be telephonically requested from you during the meeting of the Local Purchase Committee, AIIMS Bilaspur, for the opening and evaluation of your quotes by the Committee. The bid should reach in the office on the above-mentioned email id on before ...26/09/24..... at 11.00 AM.
13. Any dispute, arising out of this contract will be subject to the jurisdiction of Bilaspur H.P Court.
14. The Executive Director, AIIMS, Bilaspur reserves the right to reject any or all the tender without assigning any reason there to.
15. The bidder who is representative of any company shall have to produce authorization letter/certificate from the concerned company to the effect that he has been authorized to participate on behalf of the said company.
16. Each paper of the tender should be signed by the bidder as a token of acceptance of all terms and condition of the tender failing which tender will be rejected at the level of technical scrutiny.
17. Bidder will be responsible for Safety and hygiene. All installation shall be considered for use only after certification from the Technical Committee constituted for this purpose.
18. Any Changes in the terms AND CONDITIONS shall be published in the website only.
19. L1 bidder will be decided based on overall quoted value of all items required.
20. Bidder has to quote for all works/services.


Handwritten signatures and dates in blue ink. The central signature is dated 19/09/24. There are other illegible signatures and initials around it.

### Annexure-1

#### Scope of work:-

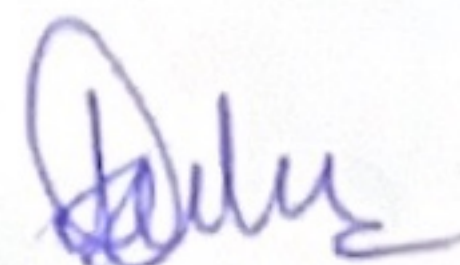
1. Construction of an elevated stage for sitting of VIPs.
2. Providing full carpeting of standard quality for the stage.
3. Providing full carpeting of sitting area for 5000 people
4. Providing 500 cushioned chairs (with white covers) with additional 1500 plastic chairs (As per requirement) for seating of general public.
5. Fresh flower decoration of the stage.
6. Fire Extinguishers (Co2 type) 10 Kg. or ABC type, of reputed brand (ISI Marked) within the main stage and entire seating area, as per requirement.
7. Decorated Lecture Podium one side.
8. Sound system of any reputed brand.
9. Number mentioned in the scope of work can be increased or decreased as per actual requirement.
10. Tentage as per requirement for area other than the stage.
11. The bidders have to follow direction of officer in charge/Coordinator during & after erection of tents. For short comings, immediate rectifications shall be made by contractor as per the directions on the spot.
12. The Stage should have adequate provisions for entry /exit, ventilation, firefighting and security etc. as per notification issued by Govt. from time to time.
13. Being a committed task all the works such as stage, chairs, sound system etc. should have to be installed before 24 hours of the event failing which a penal action may be taken along with forfeiture of earnest money.

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Annexure-II

Technical Bid Part-A

(To be submitted on the letter head of the bidder)

Short notice Inviting Quotations for making arrangements at AIIMS, Bilaspur in connection with foundation laying ceremony of Night Shelter by Hon'ble Union Power Minister on dated 23-02-2024.

<u>Name of Bidder</u>			
<u>Correspondence Address</u>			
<u>Tel No.</u>			
<u>Mob No</u>			
<u>Email ID</u>			
<u>Contact person Name</u>			
<u>Mobile No. ( Contact person)</u>			
Sr. No.	Particulars/documents required	Detail /compliance(Y/N)	If submitted, mention page No.
1.	Name & address of the firm/company with phone number and email		
2.	Registration Number of Firm/company		
3.	License Number under Contract Labour (R&A) Act.		
4.	PAN & (Income Tax Return latest) Separate		
5.	GST Registration Number		
6.	The participants/Firm should have done such event of value more than 5.00 lakhs. Copy of Supply orders or verified bills of event		
7.	Work Experience in dealing with Govt. Department as mentioned in Terms &Conditions duly signed by Competent Authority.		

af k [Signature] 19/09/24 [Signature] [Signature]


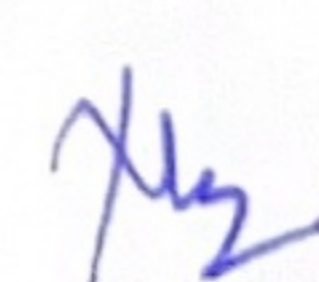


8.	Signed copy of Notice Inviting Quotations (NIT) as token of acceptance and submit as part of tender notice with technical bid.		
9.	Details of the FD/DD of earnest money (EMD)		
10.	Brief Profile of the firm		
11.	Proposal for Design/ specification of proposed structure to be erected at Bilaspur, as per site plan attached (at Annexure-I)		

### Declaration

I/we.....(Name of the Authorized Representative of Bidder ) of \_\_\_\_\_ ( Name of the bidder) do hereby declare that the entries made in the technical bid for setting up of stage and other arrangement during programme of Hon'ble Union Health Minister at AIIMS, AIIMS, Bilaspur are true to the best of my/our knowledge . I/we hereby agree to abide by all terms and conditions laid down in Tender document.

Place & date

(Name & signature with stamp of the bidder)

**Annexure-III**

**Financial Bid**

Short notice Inviting Quotations for making arrangements at AIIMS, Bilaspur in connection with programme of Hon'ble Union Health Minister in the month of October 2024 (Tentative) as per scope of work mentioned below: -

<u>Name of Bidder</u>					
<u>Correspondence Address Contact Person Name</u>					
<u>Mobile No. (Contact person)</u>					
Sr. No.	Description of Work	Required Qty.	Unit	Rate in words per unit/per sq ft.	Rate in figure
1.	Providing fixing erecting and decorating of stage with waterproof roof duly carpeted brand new, frilled and covered with Glicha and also fresh flower for decoration of stage.  The height of stage should be 4 feet from the ground the stage should be erected @ 9 inches high at three steps of 12 feet each depth of stage from the front side.	Between 20x10 ft to 30x15 Ft.  Approx.	Per Sq. Ft.		
2.	Cushioned Chairs with white cover for the seating of Officers/ general public	500 Approx.	Per Unit		
3.	Plastic Chairs	1500 Approx.	Per Unit		
4.	Providing full carpeting of the stage as well as other seating.	4000 sqft Approx	Per Sq. Ft.		
5.	Sound system ( 4 Speaker+2 Mic)	one	No.		
6.	Tentage	4000 sqft Approx	Per sq. ft.		
	GST%				

19/09/26

**Declaration**

I/we..... (Name of the Authorized Representative of Bidder) of \_\_\_\_\_ (Name of the bidder) do hereby declare that the entries made in the Financial bid for setting up of stage and other arrangement during programme of Hon'ble Union Health Minister at AIIMS, Bilaspur are true to the best of my/our knowledge. I/we hereby agree to abide by all terms and conditions laid down in Notice inviting quotations.

Place & date

(Name & signature with stamp of the bidder)

**Undertaking**

I .....(Name & Address of the firm/ Contractor) hereby declare that I have read the tender document thoroughly and understood the scope of work before quoting the rate of each items. I further declare that I have visited the site/ sites as mentioned in tender document before quoting the rates. I also declare that I will perform all the work up to the satisfaction of the Authority and for any violation penal action and / or penalty can be imposed on me as deemed fit and I shall be bound by law to bear the same.

Signature

*[Handwritten signatures and dates in blue ink]*  
19/09/24