



**J. N. GOVT. ENGINEERING COLLEGE
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH**

Telephones: 01907-267199, 267688

Website: www.jngec.ac.in, E-mail: jngechp@yahoo.co.in

No.: GEC/SNR/TWASK/2025- **5821**

Dated: **27**/10/2025

NOTICE INVITING TENDER

The Director-cum-Principal Jawaharlal Nehru Govt. Engineering College Sundernagar, Distt. Mandi (H.P.) invites sealed bids/tenders under two-bid system from interested firms/parties/companies/individuals/societies for providing tent and seating arrangement for institute's annual cultural cum technical function "TWASK-2025" to be held on 14th - 15th November, 2025 as per terms and conditions laid down in the bid document. The complete set of tendering documents can be downloaded from the official website of institute i.e., **www.jngec.ac.in**.

1. Price of bidding document (non- refundable): ₹ 500.00 (₹ Five Hundred Only)
2. EMD (Refundable): ₹ 10,000.00 (₹ Ten Thousand Only)
3. Pre-Bid Meeting: 03rd November, 2025 at 3:00 PM
4. Last date and time for Receipt of bid: 10th November, 2025 upto 12:00 Noon
5. Time and date of Opening of bids: 10th November, 2025 at 02:30 PM
(Technical Bid)
11th November, 2025 at 11:30 AM
(Financial Bid)

The tender fee i.e. price of bidding document should be submitted alongwith the technical bid in the shape of D.D. in favour of Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP)-175018. Earnest money in the shape of DD/FDR in favour of Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP)-175018 is to be attached alongwith technical bid. No earnest money in cash shall be accepted. The Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (HP) reserves the right to accept or reject the application without assigning any reason.

**Director-cum-Principal
J.N. Govt. Engineering College**

**INVITATION OF BIDS
FOR
PROVIDING TENT & SEATING ARRANGEMENTS
DURING TWASK-2025
(14th & 15th NOVEMBER, 2025)**



Last Date and Time of Submission: 10th November, 2025 upto 12:00 Noon

**J.N. GOVT. ENGINEERING COLLEGE
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH
Telephones: 01907-267199, 267688
Website: www.jngec.ac.in**



**J. N. GOVT. ENGINEERING COLLEGE
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH**
Telephones: 01907-267199, 267688
Website: www.jngec.ac.in, E-mail: jngechp@yahoo.co.in

INVITATION OF BIDS
FOR
PROVIDING SERVICES FOR TENT & SEATING ARRANGEMENTS
DURING TWASK-2025
(14th & 15th NOVEMBER, 2025)

BID REFERENCE	: GEC/SNR/TWASK/TENT & SEATING/2025
PRE-BID MEETING	: 03 rd November, 2025 at 3:00 PM
LAST DATE AND TIME FOR RECEIPT OF BIDS	: 10 th November, 2025 upto 12:00 Noon
TIME AND DATE OF OPENING OF BIDS	: 10 th November, 2025 at 02:30 PM [Technical Bid] 11 th November, 2025 at 11:30 AM [Financial Bid]
PLACE OF OPENING OF BIDS	: O/O Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar Distt. Mandi (H.P.) Pin- 175018
ADDRESS FOR COMMUNICATION	: Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar Distt. Mandi (H.P.) Pin- 175018

INVITATION FOR BIDS

Date : 27/10/2025
Bid Reference : GEC/SNR/TWASK/ TENT & SEATING/2025

Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin-175018 invites sealed bids from interested firms/parties/companies/individuals/societies for providing tent & seating arrangements during TWASK-2025 to be held on 14th - 15th November, 2025 in this institution.

Sr. No.	Name of Work	Earnest Money Deposit (EMD)
1.	For Providing Tent and Seating Arrangements for TWASK-2025 to be held on 14 th - 15 th November, 2025	₹ 10,000.00 (₹ Ten Thousand Only) Refundable In shape of DD/FDR in favour of "Director-cum-Principal", JNGEC, Sundernagar

- (a) Price of bidding document (non-refundable) : (₹ 500.00) (₹ Five Hundred Only)
- (b) Pre-Bid Meeting : 03rd Nov., 2025 at 3:00 PM
- (c) Last date and time for receipt of bid : 10th Nov., 2025 upto 12:00 Noon
- (d) Time and date of opening of bids : 10th Nov., 2025 at 02:30 PM [Technical Bid]
11th Nov., 2025 at 11:30 AM [Financial Bid]
- (e) Place of opening of bids : O/O Director-cum-Principal,
J. N. Govt. Engg. College
Sundernagar, Distt. Mandi (H.P.)
- (f) Address for Communication : Director-cum-Principal, J. N. Govt. Engg.
College Sundernagar, Distt. Mandi (H.P.)

The tender is invited under 02 bid system:-

The offer in two separate sealed envelopes marked as:

(a) Technical Bid

Technical offer shall be super-scribed with "**Technical Bid: Tender for TWASK-2025 Tent & Seating**" (Envelope 1).

(b) Financial Bid

Financial offer shall be super-scribed with "**Financial Bid: Tender for TWASK-2025 Tent & Seating**" (Envelope 2).

Both (Envelope 1 and 2) should be packed in third envelope (main envelope) containing both Technical as well as Financial Bid Envelopes Super-scribed by "**Tender for TWASK-2025**"

Tent & Seating” addressed to Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (H.P.) -175018.

The complete tender in all respects must reach the office of **Director-cum-Principal, Jawaharlal Nehru Government Engineering College by hand/by post on or before 10th November, 2025 upto 12:00 Noon.**

The technical bids of the tender shall be opened by a committee constituted for the purpose by institute on the same day i.e. 10/11/2025 at 02:30 PM and financial bids of technically qualified bidders only shall be opened on 11/11/2025 at 11:30 AM in the office of Director-cum-Principal, Jawaharlal Nehru Government Engineering College.

If the date fixed for opening of bids received is subsequently a holiday declared by Govt. of Himachal Pradesh, the revised schedule will be notified on institute’s website. However, in absence of such notification the bids will be opened on next working day, time and venue remaining unaltered.

OPENING OF BIDS:-

The purchaser will open all bids, in the presence of bidder’s or their representatives who wish to attend, at Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (H.P.) on scheduled day and time. The bidder’s representatives who are present on the date of opening of tender will have to sign as an evidence of their attendance. The bidder’s names, bid prices, modifications or withdrawals, presence or absence of requisite bid security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced on the respective dates and time of opening of the bids. The late bids shall be returned unopened to the bidder after completion of the process. Tender not opened shall not be considered for evaluation, irrespective of the circumstances.

DETAIL OF WORK:-

(i). Scope:-

The successful bidder has to install necessary tenting items well before 14th November, 2025 at the designated venues. The furniture article like sofa, cushion chairs (VIP chairs), plastic chairs, tables etc. is required for OAT, exhibition arena etc. All the items as mentioned below should be neat and clean, new, of good quality and decent looking. The bidder should have sufficient equipment as well as manpower to complete the job. It is mandatory that a team of bidder’s must always be at designated venues during the programme. The successful bidder has to follow the instructions of the officer in charge/tender committee and all installation shall be put into use only after the certification of technical committee.

(ii). Required Items:-

Sr. No.	Particulars	Qty. Required (Approximate)
1	Sofa (10 Seater) (per set)	02 Nos.
2	Centre Table with Cloth (in Front of Sofa) (per set)	04 Nos.
3	Cushion Chairs (per piece)	75 Nos.
4	Chairs PVC (per piece)	100 Nos.
5	Matt (5×30 on stage, OAT arena, Exhibition Area etc.) (per sq. feet)	On actual basis
6	Parda (10×15) (per piece)	On actual basis

7	Welcome Gate (Decorated) Standard Size	01 No.
8	Table (Purpose: Catering, Project Display, Near Stage etc.) (per piece)	20 Nos.
9	Table Cloth (per piece)	20 Nos.
10	Shamiyana (15×15) (per piece)	On actual basis
11	Chunri (per sq. feet)	On actual basis
12	Truss Column (per sq. feet) (On Stage)	On actual basis
13	Flash Light for Evening Function for the Venue	On actual basis

(iii). General Conditions for Bidding:-

(1). Tender Fee: An tender fee of ₹ 500.00 (Non Refundable) shall be deposited in the form of Demand Draft, payable to the Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP)-175018, packed in Envelope 1 (Technical Bid Envelope) of the tender document failing which the tender/quotation will be rejected straightway.

(2). Earnest Money: An earnest money of ₹ 10,000.00 (₹ Ten Thousand Only) shall be deposited in the form of Demand Draft/FDR, payable to the Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP)-175018, packed in Envelope 1 (Technical Bid Envelope) of the tender document failing which the tender/quotation will be rejected straightway.

The EMD of the successful bidder shall remain with the institute till the completion of work/receiving of satisfactory performance certificate from the committee of the institute. Any breach in terms and conditions of this document or work/supply order by the successful bidder may lead to penalty from EMD submitted.

The earnest money deposit will be refunded to the unsuccessful bidders after two days of the award of tender/work. No interest will be paid on earnest money remaining with the institute. However, the L-1 bidder may have the option to get his EMD adjusted in security deposit.

The firm who is registered with MSME/ Or Small Scale Industries (SSI) is exempted to submit the tender fee and EMD (copy of appropriate/relevant registration must be provided along with the technical bid, failing which the tender/quotation will be rejected straightway).

(3). Performance Security: Security deposit of ₹ 15,000.00 (₹ Fifteen Thousand Only) should be deposited by the L-1 bidder before issue of award letter in the shape of DD/FDR in favour of Director-cum-Principal, J. N. Govt. Engg. College Sundernagar, Distt. Mandi (H.P.): 175018 and that may be refundable on the satisfaction of service certified by the concerned committee. In case of any breach/non compliance of orders the same can be forfeited.

(iv). Technical Bid:-

Technical Bid Envelope (Envelope 1) should contain the following documents:

- 1) **GST Registration Document,**
- 2) **PAN Number Document,**
- 3) **Firm/Company/Individual Registration Certificate**

- 4) **Price of Bidding Document i.e. Tender Cost/Bid Price [Non-Refundable] amounting to ₹ 500.00 (₹ Five Hundred Only) in the form of DD in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018,**
- 5) **Refundable Earnest Money amounting to ₹ 10,000.00 (₹ Ten Thousand Only) in the form of DD/FDR in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018,**
- 6) **Experience Details (The bidder should have carried out at least one similar nature work at the level of college/university/district/state/national/international during previous five years. Copies of supply order/work completion reports of such events should be attached with technical bid),**
- 7) **Undertaking (Annexure-B),**
- 8) **Declaration/Undertaking (Annexure-C),**
- 9) **Checklist (Annexure-D),**
- 10) **Udyam Registration Certificate (if applicable).**

(v). Financial Bid:-

The financial bid of only those bidders will be opened who are declared technically qualified. The financial bid of technically non-responsive bidder shall not be opened. Bidders are required to quote the rate as per the format attached at **Annexure-A** and placed in the sealed envelope superscripted **Financial Bid: Tender for TWASK-2025 Tent & Seating (i.e. Envelope 2)**. The taxes such as service tax, GST etc. if charged as per rules are to be mentioned clearly. Not mentioning of any taxes will automatically be considered as inclusive in unit.

Please Note: Each page of the quotation document must be properly signed by the bidder. Hypothetical and conditional quotations will not be entertained. The bid offer submitted by the bidder should be valid for ninety days.

(vi). Terms and Conditions:-

1. Clarification of Bidding Documents

- 1.1 A prospective bidder requiring any clarification of the bidding documents may notify the purchaser in writing or by email at the purchaser mailing address or during the pre-bid meeting indicated in the invitation for bids. The purchaser will respond to any request for clarification of the bidding documents which it receives not later than 06 days prior to the dead line for submission of tenders prescribed by the purchaser. The purchaser's response will be sent to all prospective bidders which have received the bidding documents.

2. Amendment of Bidding Documents

- 2.1 At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 2.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by e-mail, and will be binding on them.
- 2.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser, at its discretion, may extend the deadline for the submission of bids.

3. Late Bids

3.1 Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser will be rejected and/or returned unopened to the supplier.

4. Modification and Withdrawal of Bids

4.1 No bid/ tender may be modified subsequent to the deadline for submission of tender.

5. Validity

5.1 The bid must be valid for a period of at least 90 days from the date of closing of the tender. The overall offer for the assignment and bidder's offer shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of the original tender.

6. Opening of Tender by the Purchaser

6.1 The purchaser will open all bids, in the presence of suppliers'/representatives who choose to be present at J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) on 10th November, 2025 at scheduled time mentioned in the invitation for bids. The supplier's representatives, who are present on the date of opening of tender, will have to sign as an evidence of their attendance. In the event of the specified date of bid opening being declared a holiday for the purchaser, the bids shall be opened at the appointed time and location on the next working day.

6.2 The supplier's names, tenders modifications or withdrawals, tenders prices, and the presence or absence of requisite bid security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced on the respective dates and time of opening of the bids. The late bids shall be returned unopened to the bidder after completion of the process.

6.3 Tender not opened shall not be considered for evaluation, irrespective of the circumstances.

7. Transportation

7.1 The supplier is required under the contract to transport the item(s)/material(s) to the specified place of destination within institute and at the specified place. The transportation to such place of destination at J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) will include insurance and shall be arranged by the supplier and the related cost shall be included in the contract price. It will be sole responsibility of supplier to deliver the material at the specified place, failing which, no payment will be released.

7.2 Item(s)/Material(s)/Goods should be **FOR J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.)**.

8. Payment

8.1 The supplier's request(s) for payment shall be made to the purchaser in writing, accompanied by an invoice describing, as appropriate, the items/goods delivered and the services performed, and by documents, submitted pursuant to clause, and upon fulfillment of other obligations stipulated in the contract. No advance payment will be made. The payment shall be made as per actual hired quantities put in use and shall be released only on the basis of satisfactorily completion/verification report of the designated committee of the institute. Final payment will be released after deducting all Govt. taxes and deductions due to poor quality of work, if any, observed during the function.

9. Taxes and Duties

- 9.1 Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery and installation of the contracted item(s)/material(s)/goods to the purchaser.

10. Jurisdiction

- 9.1 All the legal dispute will be settled within the jurisdiction of Sundernagar District Mandi, Himachal Pradesh Only.

11. Other Conditions

- 11.1 The boarding, lodging and fooding of the supporting staff/engineers should be borne by the supplier/contractor itself.
- 11.2 The mentioned dates of function are tentative and may change depending upon the decision of the institute's administration.
- 11.3 In case of receipt of single bid/single eligible tender, the Director-cum-Principal reserves the right to award the work on the recommendation of institute committee.
- 11.4 If the venue is changed then no extra payment is payable to successful bidder. The location in case of bad weather may be changed to nearby areas within 5 kms.
- 11.5 Quantities, requirements and specifications given are approximate and may vary as per site conditions. Institute reserves the right to increase/decrease/delete the items required for carrying out the events.
- 11.6 Tender/Bid will be awarded to the bidder having lowest sum of rates of all items quoted by the bidder. Rates will be compared on the basis of grand total and not on the basis of individual items.
- 11.7 It is the sole responsibility of supplier/contractor to take care of items during the event. Any damage caused due to natural calamities will be borne by supplier/contractor. Institute will not be held responsible in such situation.
- 11.8 If the bid is beyond the reasonable market rates even after the negotiation, it shall be outrightly rejected even if it is L-1 and the decision of the institute's committee, in this regard, shall be final.
- 11.9 In case of equal rates of the qualified bidders, the decision will be taken through draw of lots. If it is observed by the committee or the college administration that any bidder is involved in any unfair trade practices/malpractices, the bidder(s) will be liable to be rejected and appropriate action may be initiated, including blacklisting.
- 11.10 The work is to be executed as per work order given by the institute.
- 11.11 All works related to this event should be completed one day in advance so that any modification/alteration can be made in time. The bidder should have sufficient equipment as well as manpower to complete the job. It is mandatory that a team of contractor/supplier must always be at designated venues during the programme. The successful bidder has to follow the instructions of the officer in charge/tender committee and all installation shall be put into use only after the certification of technical committee.
- 11.13 Dismantling is to be started immediately after completion of event and to be completed at the earliest but not later than one week.
- 11.14 All item(s)/good(s)/material(s) should be neat and clean, new, of high quality and decent looking. Appropriate deductions will be made for the use of poor quality item(s)/good(s)/material(s).
- 11.15 Any electrical connections/wirings have to be provided by the firm/company/supplier/contractor from the source to venue at the institute premises and all the safety parameters must be followed. Proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire. The contractor shall be required to make

necessary arrangements of fire safety by installing necessary equipment for each type of fire hazards.

- 11.16 For any emergency situation, the contractor will provide solution related to his work at no extra cost.
- 11.17 All precautionary safety measures should be adopted by the agency. The institute shall not be responsible for any mishappening and loss caused due to the negligence of the supplier/contractor; therefore, agency is required to take the extraordinary care, keeping in view the sanctity of the event.
- 11.18 The representatives of the firm should be available on mobile to enable the institute to contact them in emergency situation. Therefore, mobile nos. of key persons must also be provided to the institute authorities.
- 11.19 The vendors may include other items, which have not been listed in the scope of work, at the end of the list. The bidder is therefore advised to attend the pre-bid meeting, see the area/proposed site and ascertain requirements before submitting the bid. The agencies are required to see proposed site, understand the work and agree to all the terms and conditions of as given above.
- 11.20 The firm/bidder should not be blacklisted or defaulter from any of Govt. Department/Institutions, a declaration (Annexure-C) in this regard should also attached with technical bid. Any deviation/violation if found later on will attract the forfeiture of EMD/Performance Security and legal action accordingly.
- 11.21 The bidder should have sufficient professional expertise in their establishment to handle tent and seating arrangement. Certificate (Annexure-C) should also be attached with the technical bid.

Annexure-A
(to be submitted in financial bid envelope)

Price Bid Format

Sr. No.	Particulars	Qty. Required (Approximate)	Rate Per Item Per Day
1	Sofa (10 Seater) (per set)	02 Nos.	
2	Centre Table with Cloth (in Front of Sofa) (per set)	04 Nos.	
3	Cushion Chairs (per piece)	75 Nos.	
4	Chairs PVC (per piece)	100 Nos.	
5	Matt (5×30 on stage, OAT arena, Exhibition Area etc.) (per sq. feet)	On actual basis	
6	Parda (10×15) (per piece)	On actual basis	
7	Welcome Gate (Decorated) Standard Size	01 No.	
8	Table (Purpose: Catering, Project Display, Near Stage etc.) (per piece)	20 Nos.	
9	Table Cloth (per piece)	20 Nos.	
10	Shamiyana (15×15) (per piece)	On actual basis	
11	Chunri (per sq. feet)	On actual basis	
12	Truss Column (per sq. feet) (On Stage)	On actual basis	
13	Flash Light for Evening Function for the Venue	On actual basis	
Total Amount (In Rs.)			
GST as applicable (if any) @_____			
Grand Total (In Rs.) [In Figures]			
Grand Total (In Rs.) [In Words]			

Note: – All items mentioned above must include all labor charges, fitting charges, loading-unloading charges, carriage as no extra payment shall be made. Tender/Bid will be awarded to the bidder having lowest sum of rates of all items quoted by the bidder. Rates will be compared on the basis of grand total and not on the basis of individual items.

Signature of the Bidder:

Contact No.:_____

Annexure-B

Undertaking

(to be submitted in technical bid envelope)

I.....(Name & Address of the firm/contractor) hereby declare that I have read the tender document thoroughly and understand 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 my rates are reasonable/prevaling market rates and I have not quoted the lower rates anywhere else for similar items. Further, I will perform all the work up to the satisfaction of the authority and for any violation penalty can be imposed on me as per the terms and conditions of tender document and prevailing law.

Signature of the Bidder:

Name of Authorized Person:_____

Address:_____

Contact No.:_____

Annexure-C

Undertaking

(to be submitted in technical bid envelope)

I.....(Name & Address of the firm/contractor) hereby declare that my firm/I have never been blacklisted, debarred or declared a defaulter by any Government Department/Institution in India. I further declare that my firm/I possesses adequate professional expertise, skilled manpower, and necessary infrastructure to successfully handle requisite tent and seating arrangements. For any violation penalty can be imposed on me as per the terms and conditions of tender document and prevailing law.

Signature of the Bidder:

Name of Authorized Person:_____

Address:_____

Contact No.:_____

Annexure-D

Checklist

(to be submitted in technical bid envelope alongwith the following documents)

The technical bid should contain the following documents (self attested) sealed in separate cover. The financial bid will be open only of those bidders who qualify the technical parameters based on the following documents. All these documents must be containing in Technical Bid:-

Sr. No.	Document Type	Attached (Say Yes/No)
1.	GST Registration Document	
2.	PAN Number Document	
3.	Firm/Company/Individual Registration Certificate	
4.	DD (₹ 500.00) of Tender Cost	
5.	DD/FDR (₹ 10,000.00) of EMD	
6.	Experience Certificate(s) (Relevant Document(s))	
7.	Undertaking (Annexure-B)	
8.	Declaration/Undertaking (Annexure-C)	
9.	Checklist (Annexure-D)	
10.	Udyam Registration Certificate (if applicable)	

Signature of the Bidder:

Name of Authorized Person:_____

Address:_____

Contact No.:_____