

**M.Sunil Kumar  
Deputy Director (Drugs)**

**F. No.42/01/2011-NCDAP**

**Dated: 1, June 2011**

**Subject: Observance of International Day against Drug Abuse & Illicit Trafficking on 26th June, 2011 – Insertion of Tender notice on Ministry website for putting up exhibition stalls, carpeting, etc.**

Dear Sir,

The Ministry of Social Justice & Empowerment and National Institute of Social Defence, an autonomous body of the Ministry is organizing a function **on June 26, 2011, at Mavalankar Auditorium, Rafi Marg, New Delhi**, in observance of the **International Day Against Drug Abuse and Illicit Trafficking**. There would be a formal function wherein Shri Mukul Wasnik, Hon'ble Union Minister of Social Justice & Empowerment will be the Chief Guest and an exhibition will be put up outside the auditorium for bringing awareness and dissemination of information to the visitors on the issues of Drugs Abuse Prevention.

To invite the expression of interest for temporary construction of stalls using octonorm system, laying of carpets, fixing of stands, gate, kanat etc, the enclosed tender document may please be inserted on Ministry website for wider publicity and receiving of quotation.

I shall be grateful if the tender document may kindly be placed on Ministry website ([www.socialjustice.nic.in](http://www.socialjustice.nic.in)) at the earliest.

Yours Faithfully,

**sd  
(M. Sunil Kumar)**

**Shri Arvind Pareek  
Deputy Director (Media),  
Ministry of Social Justice and Empowerment  
Shastri Bhawan,  
A Wing, New Delhi-110001**

No 42/01/2011-NCDAP

**NATIONAL INSTITUTE OF SOCIAL DEFENCE**

**NOTICE INVITING TENDER**

The National Institute of Social Defence (NISD), an autonomous body of the Ministry of Social Justice and Empowerment, Government of India, New Delhi, invites sealed tenders, in the enclosed Tender Form (**Annexures A**) from registered and government approved Indian Trade Promotion Organisation (ITPO), Pragati Maidan empanelled agencies for temporary construction of stalls and single stands using octonorm system on hire basis, for exhibition purpose in connection with Observance of International Day against Drug Abuse & Illicit Trafficking on 26th June, 2011 at Mavalankar Auditorium, Rafi Marg, New Delhi. The event is on 26.6.2011 and the timing is from 5 p.m. to 8 p.m.

The Terms and conditions may please be seen at **Annexure B**.

Sealed tenders, superscribed " **International Day Against Drug Abuse & Illicit Trafficking - 26th June, 2011** tender for temporary construction of stalls and single stands using octonorm system' shall be accepted by Research Officer (Drugs) up to 2 p.m. on 14th June 2011 in the office of the National Institute of Social Defence (NISD), West Block 1, Wing 7, R K Puram, New Delhi 110066 and shall be opened immediately thereafter. Tenderers or their authorised representatives may, if they so desire, be present at the opening of the tenders.

**(M SUNIL KUMAR)**  
**DY. DIRECTOR (DRUGS)**

**Encl : as mentioned above**

## **ANNEXURE B**

National Institute of Social Defence (NISD),  
West Block 1, Wing 7, R K Puram, New Delhi 110066

Observance of  
International Day against Drug Abuse  
&  
Illicit Trafficking  
on 26th June, 2011 at Mavalankar Auditorium, Rafi Marg,  
New Delhi.

### **TERMS AND CONDITIONS FOR TEMPORARY CONSTRUCTION OF STALLS, LAYING OF CARPET, AND STANDS ETC USING OCTONORM SYSTEM, ON HIRE BASIS**

#### **NATURE OF WORK**

Construction of Exhibition stalls, carpeting, covering stalls with waterproof rooftop and other fixtures & fixing of stalls of size 3m x 3m using octonorm system and single stands with lighting, table chairs etc.

#### **TERMS AND CONDITIONS**

1. The sealed tender shall be submitted on the prescribed tender form. The last date for submission of tender is 14.6.2011 at 2 p.m
2. The Director NISD reserve the rights to amend, cancel the tender. The quantities mentioned may either be increased or reduced at the discretion of the NISD and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
3. The Tenderer shall bear all costs associated with the preparation of his tender including cost of preparation, for the purposes of clarification of the tender, if so desire, the tenderer may visit NISD and clarify the same. The NISD in no case will be responsible or liable for these costs regardless of the conduct or outcome of the tendering process.
4. Incomplete tenders are liable to be rejected.
5. The Tenderers should fill the rates both in figures as well as in words. The tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the Tenderer with his initials.

6. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
7. Tenderers shall be required to deposit Rs.10,000.00 (Rupees Ten Thousand) as Earnest Money (refundable) in the form of a demand draft/cash drawn in favour of National Institute of Social Defence (NISD, payable at New Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.
8. When deemed necessary, the NISD may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderer to change or cause any change in the price quoted. The NISD may, if so desired, ask the Tenderer to give presentation for the purposes of clarification of the tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the Tenderer.
9. Each tender should be accompanied by documentary evidence of the Tenderer being a registered/approved contractor of Indian Trade Promotion Organisation (ITPO), Pragati Maidan and having done work of a similar nature. The contractor should be experienced, have a turn over Rs 2.00 crore during the last financial year. In the absence of not fulfilling the requisite documentary evidence, the tender may be rejected.
10. The Tenderers, in their own interest, are advised to inspect the site of Mavalankar Auditorium, Rafi Marg, N Delhi & see its physical condition before submitting tenders.
11. The NISD will open the tenders in the presence of the Tenderer or his authorised representative, who may choose to attend at the following location:

West Block 1, Wing 7, R K Puram, New Delhi 110066
12. The NISD will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
13. A tender determined as not substantially responsive will be rejected by the NISD and may not subsequently be made responsive by the Tenderer by correction of the non-conformity.
14. The successful contractor must complete the work satisfactorily by 1.00 p.m on 26.6.2011.

15. The NISD will award the contract to the successful Tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily. The NISD shall however not bind itself to accept the lowest or any tender, wholly or in part.

If the successful contractor backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.

16. In the event of any accident during the execution of work, any loss shall be borne by the contractor. He shall not be entitled to any compensation or claim from the National Book Trust, India for any loss to his articles, dead stock, furniture, fixtures, etc. on account of natural calamities beyond the control of the Authorities.
17. The contractor will be responsible for the up-keep and maintenance of the entire structure constructed by him till the end of the event, for which no extra payment shall be made. Breakage and damages, if any, shall immediately be replaced/repared without any extra cost.
18. Income tax shall be deducted at source as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted.** without which the tender is liable to be rejected.
19. The NISD reserves the right to accept or reject any tender, and to annul the tender process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds for NISD action.
20. The NISD 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 as portion of the quantity offered, which the Tender shall supply at the rates quoted.
21. The NISD and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subjected to the jurisdiction of Delhi courts only.

## ANNEXURE A

National Institute of Social Defence (NISD),  
West Block 1, Wing 7, R K Puram, New Delhi 110066

Observance of  
International Day against Drug Abuse  
&  
Illicit Trafficking  
on 26th June, 2011 at Mavalankar Auditorium, Rafi Marg,  
New Delhi.

**TENDER FORM FOR FOR TEMPORARY CONSTRUCTION OF STALLS,  
LAYING OF CARPET, AND STANDS ETC USING OCTONORM SYSTEM, ON  
HIRE BASIS**

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Sl.	Particulars	Rate per unit in Rs	Amount in Rs
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1 Stall: Size 3m x 3m  
Providing & fixing of Stalls 3x3mtr.in Octonorm section  
with 4 light, 2 table, 2 chair, 1 dustbin, carpet, one 5/15  
amp power outlet, and vinyl facial nameplate etc complete  
as per the requirement Approx quantity of stall are 8 in Nos  
(The number of stalls may increase or decrease  
as per the requirement)

2. Providing & fixing unitex or branded acrylic carpet of  
approved make and shade in exhibition area, inside the hall  
in the passage & in left over area from octnorm stalls.  
(carpet will be used as per the requirement)  
(rate of carpet is to be given in per sq mt in Rs. )

3. Providing & fixing of water proof roof top cover to

accommodate octonorm stalls & the carpet passage area  
(Rate to be given in per sq mtr in Rs )

4. Providing & fixing of 14'Height cloth paneling (Kanat) or  
in appropriate height Cloth paneling on back or front side  
of exhibition/passage site  
(Rate for cloth paneling to be given in running mtr in Rs )

5. Shamiana of the size 15' X 15' on piped structure with ceiling  
& curtain covers to cover the sides

6. Providing & fixing GI Poll & hanging of flags at various places  
( Rate for per Pole / Flag in Rs )

7. Providing & fixing of exhibition gate in wooden frame / pipe  
structure & ply wood etc with proper covering in suitable cloth  
as per normal requirement

8. Providing AC air cooler/fans for stalls (Rate in per unit in Rs )

9. Supply of different size of well growth plants as per requirement  
on Hire basis  
( Rate for per plant in Rs )

10 Supply of High impact visual screen - LCD Plasma  
screen (42 - 46") with stand  
(Two Nos) alongwith necessary projector and inventories  
on hire basis for continuing display of the event  
(Rate for per LCD plasma screen with stand in Rs )

10. Additional Furnitures, if require any (rate per unit in Rs )

- i) Wire mesh bookshelves
- ii) Spotlight
- iii) Octonorm table
- iv) Folding chair
- v) Kanat of size 4m x 4m size
- vi) Sofa Sets
- vii) Tables, Chairs & centre tables for VIPs at Dias
- viii) Additional stalls

Date:

Signature:

Name :

Address :

PAN No.:

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**Submission of documents****Whether enclosed**

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|---|--------|
| 1. Documentary evidence of being a registered/approved empanelled contractor of Indian Trade Promotion Organisation (ITPO), Pragati Maidan, N Delhi | Yes/NO |
| 2. PAN Copy   | Yes/NO |
| 3. Detail of the work done in past of a similar nature.   | Yes/NO |
| 4. Contractor turnover of Rs 2.00 Crore during the last financial year.   | Yes/NO |