



**NOTICE
INVITING LIMITED TENDER
FOR PROVIDING
“TENT HOUSE RELATED SERVICES AND
ANCILLARY ITEMS”
ON RENTAL BASIS DURING
HP UNIVERSITY YOUTH FESTIVAL (GROUP III)
AT GOVT. COLLEGE UNA HP 174303**

TENDERNO: GCU/LT/Tent Services/2025/947 DATE: 28/10/2025

Govt. College Una

Nangal Road, Near Indira Stadium, Una, Himachal Pradesh, 174303

E-mail: gcuna-hp@nic.in

Website: www.govtpgcollegeuna.in

Contact No. 01975-224926

Govt. College Una H.P. - 174303

Tender no.: GCU/LT/Tent Services/2025/...**947**

Dated: **28**-10-2025

1. Notice Inviting Limited Tender

The Principal, Govt. College Una H.P., 174303 invites offline sealed Item Rate Bids from reputed Tent House Vendors/Agencies/Firms/Contractors on short notice for providing tent house related services and ancillary items on rental basis during **HP UNIVERSITY YOUTH FESTIVAL GROUP III 2025** being organised from **12.11.2025 to 14.11.2025** by Govt. College Una HP 174303 in college Campus. The list of items required by the GC UNA is given in this Tender Document under Financial Bid (BoQ). The details of the tender are as follows:-

Name of the work:	Retender for Providing Tent House Related Services and Ancillary Items on Rental Basis During <u>HP UNIVERSITY YOUTH FESTIVAL GROUP III 2025</u> being organised from 12.11.2025 to 14.11.2025 by Govt. College Una HP 174303
Tender No.	GCU/LT/Tent Services/2025/ 947
Type of Tender:	Single Bid System
Cost of tender documents	Rs.200/- (Non-Refundable, Demand Draft in favour of The Principal, Govt. College Una payable at Una)
Earnest Money Deposit (EMD):	Rs.5,000/- (Rupees Five Thousand only) in the form of Demand draft (DD) from any scheduled bank in the in favour of The Principal, Govt. College Una. The EMD will be refunded after expiring of the final bid validity and latest on or before the 30th day after award of the contract.
Duration of Contract	12 th to 14 th November, 2025
Date of Issue of tender:	28/10/2025
Last date and time for submission of bids:	Date: 06.11.2025 Time: 11:00AM
Date and Time of Opening of Bids:	Date: 06.11.2025 Time: 11:30 AM
Contacting Authority:	Principal, Govt. College Una.

The tender document (consisting of the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents, if any) can be downloaded from the College website <https://www.govtpgcollegeuna.in/> Corrigendum, if any, will be published only on college Website. The college shall not be responsible for any delay / difficulties / in accessibility of downloading facility for any reason whatsoever. In case of any discrepancy between the tender documents downloaded from internet and the master copy available in this office, the latter shall prevail and will be binding on the tender(s). No claim on this account will be entertained.

Copy to:

- 1) Notice Board
- 2) College Website.

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-sd-
Principal
Govt. College Una
Govt. College, Una
(H.P.) Pin-174303

Signature of the Tenderer

2. TERMS AND CONDITIONS

BID SUBMISSION:

- 2.1.1 The tender document can be downloaded from the website of the college ([govtpgcollegeuna.in](https://www.govtpgcollegeuna.in)) for which bidder would be required to enclose a demand draft of Rs. 200/- towards the cost of the tender document along with their bids, failing which the tender shall be out rightly rejected. If any discrepancies found in the downloaded version of the tender, the version of the tender document kept at College will be treated as authentic and correct.
- 2.1.2 The sealed bids are to be submitted in prescribed format as per format of the Tender Document duly stamped, signed, and dated on each page including the Annexures. Details/supporting documents wherever applicable, if attached with the bid should be dully authenticated by the vendors. No over-writings shall be accepted unless authenticated with full signature of the vendors. The sealed bids should be submitted in a sealed envelope and super scribed as "*Tender for Providing Tent House Related Services and Ancillary Items on rental basis During HP UNIVERSITY YOUTH FESTIVAL (GROUP III) 2025 being organised from 12.11.2025 to 14.11.2025 by Govt. College Una in the college campus*" along with Bidder name and address.
- 2.1.3 Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- 2.1.4 Tender downloaded from the College website <https://www.govtpgcollegeuna.in/> shall not be tampered/modified in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the GC Una.
- 2.1.5 Intending tenderers are advised to keep checking the College website <https://www.govtpgcollegeuna.in/> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
- 2.1.6 The sealed bids duly super scribed, "**Providing Tent House Related Service sand Ancillary Items on rental basis During HP UNIVERSITY YOUTH FESTIVAL (GROUP III) at Govt. College Una HP 174303,**" should reach the Office of Principal, Govt. College Una either by registered post / speed post / or by hand (on the below address), **on or before 06/11/2025 by 11:00 AM.**
- Address:
Principal, GC Una
HP UNIVERSITY YOUTH FESTIVAL GROUP III 2025
Govt. College Una H.P.- 174303
- 2.1.7. Bids received after the stipulated date and time shall not be entertained. The College shall not be liable for any postal delays what so ever and bids received after the stipulated time/date are liable to be rejected summarily without giving any reason.
- 2.1.8. The bids shall be opened on 6/11/ 2025 at 11:30 AM in the presence of those bidder(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for H.P. Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.

2.2 BID SECURITY/ EMD PAYMENT:

2.2.1. Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand Only) in the form of Demand draft (DD) from any scheduled bank in favour of Principal, Govt College Una has to be submitted along with the Bid. The EMD of unsuccessful bidders will be refunded after expiring of the final bid validity and latest on or before the 30th day after award of the contract.

2.2.2. **Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.**

2.2.3. The EMD of the successful bidder will be released after successful completion of the event.

2.2.4. Forfeiture of EMD:

The EMD of the bidders shall be forfeited in the following circumstances: -

- The bidder withdraws its bid;
- The selected bidder does not accept the Purchase/Work Order;
- The selected bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.
- Any other unjustified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring/cartel, submission of multiple bids in different names etc.

2.3. TECHNICAL QUALIFICATION CRITERIA/ DOCUMENTS REQUIRED:

The following documents are to be furnished by the Firm/Vendor along with Technical Bid as per the tender document:

- i) Tender Fee/Processing Fee amounting to Rs.200/-in the form of Demand Draft in favour of The Principal, Govt. College Una Payable at Una H.P.- 174303
 - ii) Earnest Money Deposit amounting to Rs. 5,000/- (Rupees Five Thousand Only) in the form of demand draft (DD) from any scheduled bank in favour of Principal, Govt. College Una H.P. -174303
 - iii) Experience Criteria:
 - a. The bidder must have a minimum of 5 years of experience in providing tent house services, including but not limited to event setups, tent installations, decoration, lighting, and other related services for outdoor and indoor events.
 - b. Successful Completion of Similar Projects: The bidder must have successfully completed at least 2 similar events or projects within the **past 5 years each of value not less than Rupees 3 Lacs.** These events/Similar Works includes should include large-scale gatherings, tent house services and related support in Government Organizations/Departments/Educational Institutes/Universities/Autonomous Bodies etc.
 - c. Documentary Evidence such as Work Orders/Completion Certificates duly signed by Competent Authority for past projects where tent house services were provided.
 - iv) Copy of the valid PAN Card.
 - v) Copy of Goods & Sales Tax Registration (GST) Certificate.
 - vi) Entire Tender document duly signed by the bidder.
 - vii) **Annexure-A**
- Any prospective bidder, not satisfying any of the above mentioned qualification criteria shall be

disqualified.

- 2.4. All the arrangement at venue with proper setting as per directions of Convener, Tent & sound Committee shall be completed latest by 3:00 PM on 11.11.2025.
- 2.5. The **HP UNIVERSITY YOUTH FESTIVAL event shall be held from 12/11/2025 till 14/11/2025.**
- 2.6. The quantity of Tent House related and ancillary items are to provided on Rental basis as per the BoQ however the quantity might vary slightly as per actual usage and requirement during the event.
- 2.7. Bidders are requested to go through the scope of work, visit the site/location etc. and get fully acquainted with the venue and prevailing working conditions to get all their doubts clarified regarding the above services before submitting the offer.
- 2.8. Bidder must quote rate for all the items as per the BoQ attached and No item shall be left blank. Partial and conditional tenders will be summarily rejected
- 2.9. The rates quoted shall be all inclusive of all costs & taxes, GST. Any extra costs incurred towards transportation, installation and delivery etc. shall be met by the vendor.
- 2.10. Any item not covered in the list and required subsequently shall be made available within the MRP and at a reasonable discount (comparable with the rates quoted).
- 2.11. The College reserves the right to accept or reject any or all the tenders including the lowest tender(s) without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned. The College also reserves its rights to cancel the whole tender process at any stage without assigning any reason whatsoever.
- 2.12. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the bid / proposal is liable to be rejected.
- 2.13. Rates quoted must be inclusive of all charges i.e. transportation, manpower, fixing charges, operation charges etc. & taxes. Labour for petty works during the event shall have to be provided by the bidder on need basis.
- 2.14. The bidder must have sufficient workers like Supervisors, electricians, generator operators, helpers etc.
- 2.15. All the items like tent / kanat, carpets, mattress, sofa, chairs and linen, supplied by the firm should be newly/unused & clean, unfaded, etc. Under no circumstance, sub-standard material will be accepted.
- 2.16. The color of the tent / frill, etc should be matching with the Banquet Chair or as advised by the Convener.
- 2.17. The items must be delivered and installed as per time frame given by the College.
- 2.18. Payment will be made to the party within one month on submission of bill subject to tally of the bill and the supplied items. No advance payment shall be made under any circumstances.
- 2.19. The firm will have to bear the cost of damage that may occur during transportation, etc
- 2.20. Any offer received from the firms/bidder without GST registration details will be summarily rejected.
- 2.21. **Bid Evaluation:** The bids will be evaluated based on the overall lowest amount quoted amount by the bidder.
- 2.22. GC Una will not be responsible for any loss, damages etc. due to negligence of labour/worker, employees of the vendor and natural calamities, fire etc.
- 2.23. The vendor shall make adequate arrangements for the safety of his worker and passerby, GC UNA shall not be liable for any claim, suit and other legal proceedings that may be brought by any person for injury sustained, any compensation including under worker's compensation act owing to the neglect on the part of the vendor.
- 2.24. **Modification/variation in Terms of Contract:** GC UNA reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reasons.
- 2.25. **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the bidder/s and GC UNA hereinafter jointly to be called "parties" and singularly as "party" out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution between the vendor and the Convener of Venue Management Committee.

- 2.26. Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between GC UNA and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to The Principal Govt. College Una HP 174303 who may himself act as sole arbitrator or may name as sole arbitrator an officer of GC UNA notwithstanding the fact that such officer has been directly or indirectly associated with this contract. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.
- i. The place of the arbitration shall be at office of Principal, Govt. College Una.
 - ii. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as Amended from time to time.
 - iii. The proceedings of arbitration shall be in English language.
 - iv. The parties are not entitled to approach any court of law without resorting to arbitration approach.
 - v. The decision/award of the arbitrator shall be final and binding on parties to the arbitration proceedings.
- 2.27. Jurisdiction:** In respect of any dispute arising between GC UNA and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Una HP shall only have the jurisdiction.
- 2.28. Right to Black List:** GC UNA reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder fail to honour his bid without sufficient grounds or found guilty for breach of condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of party(s) / bidder(s).
- 2.29. Confidentiality:** The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to GC UNA will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to GC UNA in divulging the information by the employees of the successful bidder, the GC UNA shall be indemnified. The successful bidder agrees to maintain the confidentiality of the GC Una's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the GC UNA /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.
- 2.30. Sub-Contracting:** The successful bidder will not assign or transfer and sub- contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the GC Una.
- 2.31. Statutory Compliance:** The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract
- (i) **Force Majeure:** For the purpose of this Article, Force "Majeure" means any cause, which is beyond the control of empanelled bidder/vendor or that of the College, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have been foreseen, and which substantially affects the performance of the order, such as:-
 - War/hostilities
 - Riot or civil commotion
 - Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
 - Restrictions imposed by the Government or other statutory bodies, which is beyond the control of empanelled bidder/vendor or of the College, which prevents or delays the execution of the order either by the successful bidder or by the College.

- (ii) If a Force Majeure situation arises, the successful bidder are required to promptly notify GC UNA in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the GC UNA in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

2.32. Indemnity Clause: The vendor will indemnify GC UNA against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the successful bidder will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against GC UNA by any individual, law enforcement agency or government authority due to acts and omissions, the successful bidder will be liable to make good/compensate such claims or damages to the GC Una. As a result of the successful bidder action, inaction or any omissions, if GC UNA is required to pay any damages to any individual, law enforcement agency or government authority, the successful bidder would be required to reimburse to GC UNA such amount along with other expenses incurred by GC UNA or GC UNA reserves the right to recover while settling its bills or from the amount of security deposit lying with GC Una. However, GC UNA reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the vendor or lack of quality work provided during the event below the requisite work order, or delay in provision of services during and before the event, the vendor shall be responsible to make good the loss. The GC UNA shall have right to adjust the damage/ loss suffered by it from the security deposit or / and to charge penalty as decided by the College. Decision of the GC UNA in this respect shall be final & binding on the vendor.

2.33. Termination: The GC UNA without prejudice to any other remedy for breach of contract or fails to discharge its obligation under this contract without sufficient ground or found guilty for breach of condition(s) of the contract negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent, by giving written notice of default, sent to the vendor, terminate this contract in whole or in part:

- i. If the vendor fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by the GC Una.
- ii. If the vendor fails to perform any other obligations under the contract and
- iii. Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the vendor during the period of the termination notice and the same must be satisfied / completed before the contract is terminated. The GC UNA may also put in place any other vendor for carrying out the remaining work and expenditure incurred on same shall be recovered from the defaulting vendor.

The services indicated in BOQ are tentative and may be increased / decreased at the sole discretion of GC UNA and the vendor shall have no right to claim any minimum/definite/guaranteed volume of business.

For any details/ clarifications, Dr. Meeta Sharma, Principal GC Una (Tel. No. 9418026705), may be contacted.

Principal,
Govt. College, Una
(H.P.) Pin-174303

Form-I: TECHNICAL BID (PART-A)
(To be submitted in separate sealed envelope)

S.No	Particulars	Remarks
1	Name of the Bidder	
	(a) Trade Name	
	(b) Status of the Bidder (Limited Co./LLP/Partnership/Proprietorship) (Enclose self-attested copy of document)	
2	Postal Address	
3	Mobile No./Telephone No for Communication	
4	E-mail ID	
5	Tender Fee Details: Bank Draft No, date, Bank name and amount	
6	EMD Details	
7	PAN (Enclose self-attested photocopy)	
8	GSTIN Code(Enclose self-attested photocopy	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender / as stipulated in the tender notice no., dated/10/2025. Accordingly, I/ we accept the terms and conditions.

**Signature of the Bidder with
date and seal**

SCHEDULE OF QUANTITIES/ BOQ/ PRICE BID (PART-B) (in Rs.)

S.No.	Particulars	Unit/ Per Day wise	GST RATE (extra)
1	Gate, Decoration and fixing on site	Per Gate Per Day	
2	One Seater Sofa set	Per sofa Per Day	
3	Two Seater Sofa set	Per sofa Per Day	
4	Cushioned VIP Chairs with Cover	Per Chair Per Day	
5	Cushioned Chairs	Per Chair Per Day	
6	Foldable rectangular tables (5'x2.5'approx)with frill, table cloth and paper sheet	Per Table Per Day	
7	Round table with frill, table cloth and paper sheet	Per table per day	
8	Centre Table for stage VIP's	Per table per day	
9	Tents Per square feet as per requirement	Per Sq. Ft	
10	Mats: i) Red ii) Green iii) Floral	Per mat per day Per mat per day Per mat per day	
11	Portable Dustbin (Plastic)	Per piece per day	
12	Parda	Per parda per day	
13	Buffa (donga set)	Per buffa per day	
14	Crockery set	Per person per day	
15	Fan	Per fan per day	
16	3-phase DG Set, 415Volts, 62.5/82.5kVA alongwith 3 Phase Change Over Switch 200 Amp along with connection for tent house lights as required	Per day	

Note:

Signature of the Tenderer

Note:-

- (i) Bidder must quote rate for all the above items and NO item shall be left blank. Partial and conditional tenders will be summarily rejected.
- (ii) Quoted rate should be inclusive of all applicable taxes including GST (nothing extra shall be payable).
- (iii) All Statutory deduction will be made as per prevailing rates.

Declaration: I/We do here by accept all the terms and conditions laid down in the tender document for the above said work/supply. I/We also agree to the condition that the right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto is reserved by the Competent authority of the College without any obligation or liability whatsoever.

Signature of the Bidder with date and seal