

LIMITED TENDER INQUIRY

FOR SELECTION OF VENDOR FOR MAKING ARRANGEMENTS AT KUSHAK NALLAH DEPOT, SEWA NAGAR FOR FLAG OFF CEREMONY ON 2ND MAY 2025.

1. Introduction

This tender is floated for selection for vendor for making arrangements at Kushak Nalla depot, Sewa Nagar, Delhi.

The event is flag off ceremony of 9 Metre electric buses by the Hon'ble Union Minister of Environment Forest & Climate Change and Hon'ble Chief Minister, GNCTD. The event shall also be attended by other distinguished dignitaries. The tentative date of program is 2nd May 2025. The arrangements are to be made at Kushak Nallah Depot, Sewa Nagar and completed by not later than 8 PM on 01st May 2025.

2. Scope of Work

The selected vendor has to make arrangements which will include the following minimum items:

Description of the Item	Size/ Numbers
Aluminium German Hanger Structure with Carpet- 40 mtr. by 40 mtr.	1600 Sq. Metre
Draping of entire hanger	
Masking / draping / covering of the tarpaulin - on the front side only.	
Wooden Stage with Stairs and Carpet- 72ft (Length) by 24 ft (depth) by 4ft (Height)	1200 Sq. Ft
Air conditioner for Stage 7.5 Ton AC	4 Nos.
Stage Backdrop Led Wall- 40ft by 12ft	480 Sq. Ft.
Stage Side Wings Both Side Metal Frame with Flex Branding (including flex work)- 10ft by 12ft- 2 nos.	240 Sq. Ft.
Dais Chair	20 Nos.
Center Table on Dias and for front row for VVIP	20 Nos.
Flower Vask on Center Table	20 Nos.
2-Seater Sofa for VVIPs	50 Nos.
Banquet Chair with Cover	300 Nos.
Flower Decoration on stage Front & front entrance gate	240 Sq. Ft.
Jumbo Cooler	30 Nos.
Mist Fans	30 Nos.
Que Manager	20 Nos.
Red Carpet for VIP Near Entrance and Stage Area (15 Ft. by 15 Ft.)	225 Sq. Ft.
PA System For approx. 1000 Pax	1
Stage Monitor Screen- 55 Inch Plasma TV	4 Nos.
Camera Riser for Media (32 ft by 20 ft)	1 Nos. (640 Sq. Ft.)
Console For Sound & AV and Camera including output box	1
Lamp Lighting and Ribbon Cutting Arrangements	1
Genset - 125 Kva with Diesel	3 Nos.
Wiring and Power Distribution	As per requirement
Airconditioned Enclosure for VVIP's for 30 Pax with 2-seater sofa with centre tables	72 Sq. Metre

Plants	100 Nos.
Dustbins	15 Nos.
Tables	30 Nos.
Waiters	10 Nos.
Podium with 2 Mics and flower Decoration- Hanging & border	
Water Bottles-200 ml. with ice bricks	2000 Nos.
Transportation to & fro	

The selected vendor has to take requisite approvals from the local authorities.

The vendor shall clean up the area within 24 hours of the completion of the event. The vendor shall be responsible for all manpower deployed for making arrangements either directly or through contractor.

The proposal is to be submitted along with the following documents:

- PAN Number, TAN Number and GST Number.
- Cancelled Cheque
- Experience certificate for carrying out similar works in last 3 years.
- Detailed (itemised) pricing for each component.
- Payment terms and conditions.

The proposal along with above mentioned documents to be submitted only in hard copy on the letter head of the vendor by 29.04.2025 by 1 PM, addressed to:

Mr. Ajay Kumar Srivastava
Associate Vice President (Road Transport)
DIMTS Ltd., 8th Floor, Block-1, Delhi IT Park
Shastri Park, Delhi - 110053

3. Evaluation Criteria

The proposals will be evaluated on the basis of previous experience, quality of service provided, cost, creativity in decoration etc.

The decision of DIMTS shall be binding and no representations, complaints shall be entertained.

4. Terms and Conditions

An advance payment will be paid for maximum 30% of the quoted value. The balance payment will be paid within one working day from the submission of the original invoice after deducting TDS as per applicable rules.

In case of unsatisfactory work, deficiency of work or if the work is not completed by due date and time, DIMTS reserves the right to deduct reasonable amount from the due payment against the invoice.

DIMTS shall not be responsible for any claims of whatsoever.

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