



INDIA INTERNATIONAL CENTRE  
40, Max Mueller Marg, New Delhi-110003  
Telephone: 24609426, 24609351, Fax: 91-11-24609360  
E-mail: [purchase@iicdelhi.in](mailto:purchase@iicdelhi.in)

To,  
M/s \_\_\_\_\_

### **ANNUAL SERVICE CONTRACT FOR TENTAGE RENTAL SERVICES**

Dear Sir,

1. Sealed Tender is invited for the services against the above mentioned category of the contract for the period **01 April 2025 to 31 March 2026**.
2. You may quote for the services to be rendered as per Annexure-A, One Rate, without preconditions. All pages of the Tender form are to be stamped and signed.
3. Bidder can download the document and further amendments, from the IIC website (<https://iicdelhi.in>) and submit the same to IIC in a sealed envelope superscribing on it **“Tender for ANNUAL SERVICE CONTRACT FOR TANTAGE RENTAL SERVICES”** so as to reach **“Purchase Officer, India International Centre, 40, Max Mueller Marg, New Delhi 110003”** on or before **27<sup>TH</sup> February 2025 at 17:00 Hrs.** Validity of quoted rates will be for 90 days.
4. Check list provided in the Tender form is mandatory to be filled by the vendor by attaching all the required documents as asked for.
5. Please note that the Centre reserves the right to accept or reject any of the Tender in part or whole or all the Tenders without assigning any reason, nor is it bound to accept the lowest quotation & to divide the same between a number of suppliers without any liability on its part.
6. Late, incomplete, conditional, false, fictitious tenders or Tenders without deposit will be summarily rejected.
7. Please read the detailed services as required to be rendered by the vendor, which form part of this tender document at Annexure ‘B’ and Terms and conditions at Annexure ‘C’ as the same are to be accepted by the Tenderer.

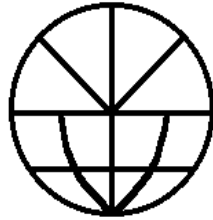
Thanking You,

Yours Faithfully,

Purchase Officer

TENTAGE RENTAL SERVICES

FORM NO:\_\_\_\_\_



**INDIA INTERNATIONAL CENTRE**

40, Lodhi Estate, Max Mueller Marg, New Delhi - 110003

Telephone : 24609426,24609351 Fax : 91-11-24609360

E-mail: purchase@iicdelhi.in

**ANNUAL SERVICE CONTRACT 2025-26**

**TENDER FORM FOR TENTAGE RENTAL SERVICES**

**FOR THE PERIOD OF 01-04-2025 TO 30-04-2026**

**SECURITY DEPOSIT: 8% of Tender Value**

**INDIA INTERNATIONAL CENTRE**

**CHECK LIST FOR TENDER FORM**

|    |                                                                                                                                                                                              |          |                                       |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------|
| 1  | Name of Contract                                                                                                                                                                             |          |                                       |
| 2  | Name of the Vendor                                                                                                                                                                           |          |                                       |
| 3  | Status of the Vendor i.e. Whether applying as a Principal/Authorised Distributor/Dealer. Documentary proof to be enclosed. <b>(Must)</b>                                                     |          |                                       |
| 4  | Complete Address of the Vendor                                                                                                                                                               |          |                                       |
| 5  | Telephone No. / Mobile No /Fax No. /Email ID                                                                                                                                                 |          |                                       |
| 6  | Name of Contact Person & Mobile No.                                                                                                                                                          |          |                                       |
| 7  | Copy of Registration of Shop in Delhi for doing Business is enclosed. <b>(Must)</b>                                                                                                          | Yes / No |                                       |
| 8  | Whether EMD of Rs. 20,000 enclosed. Original DD/Cash receipt to be enclosed. <b>(Must)</b>                                                                                                   | Yes/No   | DD/Cash Receipt No. ....<br>Date..... |
| 9  | Whether EMD exemption sought                                                                                                                                                                 | Yes / No | (No EMD for existing vendor)          |
| 10 | Whether Tenderer (Principal / Authorised Distributor / Dealer/ Merchant.) is having 3 yrs experience in supply of _____ business. List of suppliers to be enclosed in support of experience. |          |                                       |
| 11 | Whether having PAN/GIR Regn No. A self attested copy to be enclosed. <b>(Must)</b>                                                                                                           | Yes/No   | Regn No....., Date....                |
| 12 | Whether self-attested copy of Income Tax Returns for last Financial years are enclosed. <b>(Must)</b>                                                                                        | Yes/No   |                                       |
| 13 | Whether having GST / TIN Number / C.S.T. Self attested copy to be enclosed. <b>(Must)</b>                                                                                                    | Yes/No   | Regn No....., Date....                |
| 14 | Whether Certificate for unconditional acceptance of all the terms and conditions of the tender on the Bidder's letter head enclosed as per format. <b>(Must)</b>                             | Yes/No   |                                       |
| 15 | Has your company been Black Listed by any company in Delhi, If yes, give details.                                                                                                            | Yes/No   |                                       |
| 16 | Whether ESI & PF compliance is being done by the vendor for staff deployed.                                                                                                                  | Yes/No   | (For Services Contract)               |

Vendor Signature with Stamp

**Annexure 'A'**

| <b>ANNUAL CONTRACT FOR TENTAGE RENTAL ITEMS FOR THE PERIOD OF 01 APRIL 2025 TO 31 MARCH 2026</b> |                                                                                            |            |              |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------|--------------|
| <b>SL NO</b>                                                                                     | <b>ITEMS</b>                                                                               | <b>UOM</b> | <b>RATES</b> |
| 1                                                                                                | Stall with white cover and white pole cover 6x3 Feet                                       | NOS        |              |
| 2                                                                                                | Table 6x3 Feet                                                                             | NOS        |              |
| 3                                                                                                | Step (2 Steps)                                                                             | NOS        |              |
| 4                                                                                                | Frill white                                                                                | NOS        |              |
| 5                                                                                                | Green Carpet (Rib) 6x15 Feet                                                               | NOS        |              |
| 6                                                                                                | Chair with white cover                                                                     | NOS        |              |
| 7                                                                                                | Top covering with ceiling on pipe structure                                                | PSQFT      |              |
| 8                                                                                                | White Curtain 12x15 Feet                                                                   | NOS        |              |
| 9                                                                                                | Side wall with white fabric on bamboo's structure                                          | PSQFT      |              |
| 10                                                                                               | White chandni 8x10 Feet                                                                    | NOS        |              |
| 11                                                                                               | Charcoal / Mushroom Heater                                                                 | NOS        |              |
| 12                                                                                               | Halozen light 500W                                                                         | NOS        |              |
| 13                                                                                               | Small light (Per Hunderd)                                                                  | P 100      |              |
| 14                                                                                               | Round table with white sheet                                                               | NOS        |              |
| 15                                                                                               | Side with white fabric on wooden structure                                                 | PSQFT      |              |
| 16                                                                                               | Top covering with black (cotton fabric) ceiling on bamboo's structure                      | PSQFT      |              |
| 17                                                                                               | Side wall with black (cotton) fabric on bamboo's structure                                 | PSQFT      |              |
| 18                                                                                               | Top covering dropping from 24' (centre height) with off white fabric on bamboo's structure | PSQFT      |              |
| 19                                                                                               | Mist Fan                                                                                   | NOS        |              |
| 20                                                                                               | Pedestal Fan                                                                               | NOS        |              |

Taxes to be mentioned

Vendor Signature with stamp

SERVICES TO BE RENDERED BY THE TENTAGE AGENCY

1. To provide the Tentage items as and when ordered by IIC as per given timings.
2. To collect back the items after completion of the event and no leftover material is to be left behind.
3. The quality of Tentage items should be neat and clean. No spots on items or torn material are to be used.
4. To check the movement of manpower coming to deliver and collecting backs the items within IIC premises.
5. To deliver the Tentage articles in short time duration due to any urgency.
6. To ensure that no substandard material is used or provided which may hurt or damage human life.
7. Any other work/specification as given by the IIC

Date:

Place: New Delhi

Purchase Officer

**TERMS & CONDITIONS FOR THE CONTRACT**

1. The approved rates shall remain effective from **01 April 2025 to 31 March 2026**. No escalation, whatsoever, in rates quoted shall be allowed during the period of contract under any circumstances.
2. Each tender shall be accompanied by Earnest money deposit of Rs 20,000/- by way of demand draft drawn in the favour of India International Centre and payable at New Delhi. Incomplete tenders and tenders not accompanied by the Earnest money Deposit shall be summarily rejected.
3. On acceptance of the tender an additional amount of Security Deposit of 8% of Tender Value shall be deposited by way of DD/Pay Order at Delhi/New Delhi, the same shall not draw any interest. In case of non acceptance of the tender, the amount of Earnest money deposit shall be refunded without any interest.
4. The Contractor shall also be liable to pay Centre the sum not exceeding Rs. 500/- (Rs. Five hundred only) at the option of the Purchase Officer as liquidated damages for each and every day of such default or for any breach of the contract, as often as the same shall happen, the Centre being at liberty to retain the said sums from the amount of any bills/security deposit that may or shall be due to the contractor for due performance of the contracts. In case of repeated defaults the IIC reserves the right to terminate the contract.
5. In the event of failure on the part of the contractor to render the services in accordance with the conditions entered herein, the said deposit shall be forfeited to IIC.
6. The contractor shall not directly or in indirectly offer any inducement, gratification, gift or reward to any officer and employee of the Centre to do or not to do so act, manifestly favorable to such contractor in the discharge of the Centre responsibilities, under the terms of the Agreement or for obtaining any benefits, appurtenant thereto, any such attempt would such sufficient ground for termination of the contract and forfeiture of the security deposit.
7. On acceptance of the tender, the Tenderer shall enter into agreement with IIC.
8. Any question or difference which may arise concerning the construction, meaning or effect of this Agreement or concerning the rights and liabilities of the parties hereunder or any other matter arising out of or in connection with this Agreement shall be referred to arbitration by a Sole Arbitrator to be appointed by the Director of IIC. The decision of the Director IIC on the appointment of the Sole Arbitrator shall be final and binding on the parties. Unless awarded otherwise by the Sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the parties. The arbitration proceeding shall be in English language and the venue shall be New Delhi. Subject to the above, provisions of Arbitration & Conciliation Act, 1996 and the Rules framed there under shall be applicable.
9. All and any dispute/difference/issue/matter/action relating to or arising out of this Agreement are subject to the exclusive jurisdiction of the Courts situated in the National Capital Territory of Delhi.

Date:

Place : New Delhi

Purchase Officer

(On Vendor Official Letter Head)

To,

Date:

The Purchase Officer

India International Centre

40, Lodhi Estate, Max Mueller Marg,

New Delhi - 110003

**CERTIFICATE FOR UNCONDITIONAL ACCEPTANCE OF  
TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER**

Sir,

It is certified that I/we have studied/understood and hereby agree for the terms and conditions, Scope of Supplies and specifications of the Tender for **Tentage Rental Services** at India International Centre.

Vendor Signature with stamp