


GOVERNMENT OF TRIPURA
EMPLOYMENT SERVICES AND MANPOWER PLANNING
AGARTALA, WEST TRIPURA

NO.F.12(34)/MCC/JOBFAIR/AGT/2022-23/1941-45 Dated, Agartala the ^{November,} 2nd October, 2022

NOTICE INVITING TENDER

Sealed tender in plain paper are hereby invited by the undersigned from the suppliers/authorized dealers/ firms for the works **Preparation of Stage with various** component in connection with **Organising Job Fair related works for the financial year 2022-23** by Office of the Model Career Centre, Agartala (District Employment Exchange, West Tripura). The last date of submission of bid is up to **10.11.2022**. Detailed terms & conditions of the aforesaid tenders are also available in our website www.employment.tripura.gov.in. Interested bidders are requested to visit the website or contact the Store Section of this office during working hours.



Director
Employment Service & Manpower Planning
Agartala, West Tripura

Copy to:-

1. The Director, Information, Cultural Affairs, Tripura, Agartala with a requested to arrange for publication of the above noted Notification in the local dailies for information of the intending bidders. 7 nos. of Spare copies of the Notification are sent herewith for the purpose.
- 2-5. Establishment Section/Accounts Section/Cash Section/Notice Board of this office.



Director
Employment Service & Manpower Planning
Agartala, West Tripura

**GOVERNMENT OF TRIPURA
EMPLOYMENT SERVICES AND MANPOWER PLANNING
AGARTALA, WEST TRIPURA**

November,
Dated, Agartala the 2nd October, 2022

NO.F.12(34)/MCC/JOBFAIR/AGT/2022-23/1941-45

NOTICE INVITING TENDER

Sealed tenders in plain paper are hereby invited from the reputed suppliers/authorized dealers/firms for the works **Preparation of Stage with various component** in connection with **Organising Job Fair related works for the financial year 2022-23 23** by Office of the Model Career Centre, Agartala (District Employment Exchange, West Tripura) as per list enclosed.

The earnest money and all necessary documents like GST Registration/Income Tax Clearance Certificate, Professional Tax Certificate, and Firm Registration Certificate etc. are to be submitted along with the tender.

2. CONDITIONS FOR VALIDITY OF THE TENDER:

The bid should be accompanied by:-

- viii) GST Registration Certificate, Professional Tax Clearance.
- ix) Firms Registration Certificate and PAN Card.
- x) Income Tax return for last three years.
- xi) Earnest money of **Rs.1000/-**(Rupees one thousand) only in the shape of Demand Draft, issued by Nationalized Bank, having branches in Agartala in favour of the District Employment Exchange, West Tripura, Agartala to be deposited along with the tender, failing which, tender will not be considered to be valid.
- xii) The participating bidders have to pay an amount of **Rs.500/-** (Rupees five hundred only) as Tender Fee. The Tender Fee that will be paid is Non-Refundable.
- xiii) Rate should be quoted both in words and figures including GST, and only one rate should be quoted for each work; otherwise bid will not be accepted.
- xiv) Parties shall be selected separately for each item on the basis of the lowest rate and other valid considerations mentioned in the Notice Inviting Tender.

2. PROCEDURE FOR SUBMISSION OF QUOTATION.

- iii) Tender should be sent by Registered Post /Speed post /Courier/by hand so as to reach the office of the undersigned on or before **10.11.2022 up to 3.00 p.m.** Envelope containing the tender should be sealed and super scribed on the top as "**Job Fair Organization related works for the financial year 2022-23**".
- iv) The tender, which are not valid in all respect and are submitted otherwise than the mode specified above, are liable to be rejected summarily.



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3. OPENING OF TENDER:

- i) The tender will be opened on 10.11.2022 at 3.30 p.m. if possible, in the office of the undersigned in presence of such parties who may like to remain present.
- ii) The undersigned reserves the right to reject or accept any tender including the lowest one without assigning any reason whatsoever.

4. RESPONSIBILITY OF THE SUCCESSFUL TENDERER:

- i) The accepted rate shall remain valid at least for 12(twelve) months from the date of acceptance of rates by the concerned Purchase Committee. The rates may be renewed for another 12(twelve) months if the successful bidder is agreed to render service in the same rate.

5. Liability:

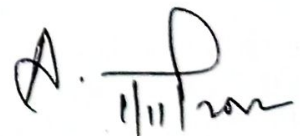
- (i) Damage of articles/supplies, if any, caused during the event organization should be replaced by the bidder of his own.

6. PENALTIES:

- i) Earnest Money of the unsuccessful bidders shall be refunded after finalization of the tender while earnest money for the successful bidder shall be refunded after completion of the event. In case of failure to execute the order as per terms & conditions within the stipulated period the earnest money of the successful bidder will be forfeited. Payment will be made after completion of the whole event successfully.

7. MISCELLANEOUS.

- i): The quantity of articles are approximate and may increase or decrease at the discretion of the undersigned.



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Employment Service & Manpower Planning
Agartala, West Tripura

**FORMAT FOR TENDER OF RATE FOR JOB FAIR RELATED WORK DURING
2022-23**

Preparation of Stage /Job Fair Venue:-

Sl. No	Name of Works Component	Rate per Unit/ sq.ft	Approx. Quantity	Total Amount
1.	Preparation of Stage structure with Dias		(100 sq.ft)	
2.	Decoration with Flower in front of the Stage		80	
3.	Arrangement of PA System	For Audible up to 200 Persons	01	
4.	Arrangement of single seater sofa with towels		06	
5.	Arrangement of Tea Table		03	
6.	Arrangement of Halogen Light		04	
7.	Arrangement of Standing Lamp		01	
8.	Arrangement of Carpet		(100 sq.ft)	
9.	Arrangement of Table with cover		10	
10.	Arrangement of Plastic chair with cover		200	
11.	Arrangement of Generator		01	
12.	Arrangement of Stand Fan		04	
13.	Private Security Personal	Per Day	02	
14.	Cleaning entire area/ Toilets/ Washrooms etc. before and after the event	Rate/Day/Room/ Area	100 sq ft. Area	
	Total=			



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