

**URDU ACADEMY : DELHI**  
(Govt. of NCT of Delhi)

**RATES FOR HIRING OF TENT AND FURNITURE ITEMS**

I/We hereby tender for the supply of following items for the Secretary , Urdu Academy, Delhi as described in the under mentioned memorandum according to the specimen within the time specified and rates specified therein subject to conditions of the contract.

Earnest money amounting Rs. 25,000/- deposited with the Academy / DD No \_\_\_\_\_

Dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Name of the Bank) is attached.

S.No.	DESCRIPTION OF ITEMS	RATES PER DAY (24 Hrs)			
		1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	Subs. Days
1.	Shamina 15'X15'	_____	_____	_____	_____
2.	<b>Ceiling per sq. Ft.</b>				
i)	Pure White	_____	_____	_____	_____
ii)	Colored	_____	_____	_____	_____
iii)	Water Proof	_____	_____	_____	_____
3.	<b>Side Ceiling/white clothing per Sq. Ft</b>				
i)	Pure white	_____	_____	_____	_____
ii)	Coloured	_____	_____	_____	_____
4.	<b>Water Proof flooring per Sq. meter</b>	_____	_____	_____	_____
5.	White Covered Sofa Set 3 Seats	_____	_____	_____	_____
6.	White Covered Sofa Set 3 Seats with Central Table	_____	_____	_____	_____
7.	White Covered Sofa Set 5 Seats	_____	_____	_____	_____
8.	White Covered Sofa Set 5 Seats with Central Table	_____	_____	_____	_____
9.	Garden Chair	_____	_____	_____	_____
10.	Garden Chair with White Cover	_____	_____	_____	_____
11.	Easy Chair	_____	_____	_____	_____
12.	Delux Chair	_____	_____	_____	_____
13.	Banquet Chair	_____	_____	_____	_____
14.	Delux Chair with White Cover	_____	_____	_____	_____
15.	Woollen Frill per Sq. Ft.	_____	_____	_____	_____
16.	Coloured Frill per Sq. Ft.	_____	_____	_____	_____
17.	Making Stalls Covered (4 sides) by erecting Iron Pipe Structure (per stall with size)	_____	_____	_____	_____
18.	<b>Carpeting each(with size)</b>				
i)	Ordinary 6'x18'	_____	_____	_____	_____
ii)	Delux 6'x18'	_____	_____	_____	_____
19.	Durries 9'x6'(each)	_____	_____	_____	_____
20.	Qanats 18'x6'(each)	_____	_____	_____	_____
21.	Red Passage per sq. ft.	_____	_____	_____	_____
22.	Water Proof Calcutta Type Pandal per sq. Ft.(with size) Covered with white ceiling and side ceiling	_____	_____	_____	_____

23.	Water Proof Calcutta Type pandal (with size) Covered with white ceiling and side ceiling with water Proof Flooring	_____	_____	_____	_____
24.	Erecting of Stage with temporary stairs per step (standard size)	_____	_____	_____	_____
25.	Tripal Flooring per Sq. Ft.	_____	_____	_____	_____
26.	Pipe structure	_____	_____	_____	_____
27.	Pedestal Fan	_____	_____	_____	_____
28.	Table 6'x3'x 2½ with table Cover	_____	_____	_____	_____
29.	Central Table with white Cover 3'x 2'	_____	_____	_____	_____
30.	Chandni White per sheet(with size) per Sq. meter	_____	_____	_____	_____
31.	Pillo (Gao Takia)per Pillo	_____	_____	_____	_____
32.	Cushions (3'x 6') per cushion	_____	_____	_____	_____
33.	Takhat (6'x 3') per Takhat	_____	_____	_____	_____
34.	Examination Desk with chair	_____	_____	_____	_____
35.	Sigri with Coal	_____	_____	_____	_____
36.	Tub	_____	_____	_____	_____
37.	Erecting of Gate with standard decoration	_____	_____	_____	_____
38.	washbasin	_____	_____	_____	_____

**CROCKERY (UNBREAKABLE /STEEL)**

1.	Full Plate	_____
2.	Quarter Plate	_____
3.	Donga with service spoon	_____
4.	Rice Plate with service spoon	_____
5.	Glass	_____
6.	Tea Spoon	_____
7.	Cups of Tea (Bone China)	_____

- \* VAT No./WORK TAX No. \_\_\_\_\_
- \* SERVICE TAX No. \_\_\_\_\_
- \* I. TAX No \_\_\_\_\_
- \* Strike-out whichever is not applicable

**DECLARATION**

I/We have read terms and conditions attached and undertake to abide by the same. If, I/We fail to commence the supply specified, I/We agree that Secretary, Urdu Academy, Delhi or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit my /our earnest money absolutely otherwise the said earnest money shall be retained towards security deposit to execute all the work referred to in the tender documents.

SIGNATURE \_\_\_\_\_  
(with rubber stamp)  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
Telephone No.....

**URDU ACADEMY : DELHI**  
**(Govt. of N.C.T. of Delhi)**  
**CPO Building, Kashmere Gate,**  
**Delhi-110006**

1. The rates should be F.O.R. Venue of Urdu Academy.
2. The rates shall be valid for two years from the date of acceptance of the tender . The Academy reserves the right to extend the same for a further period of one year. Academy also reserves the right to terminate the contract at any time without assigning any reason
3. The supply of goods/services will be made at the office of the Urdu Academy or at other place (s) with written orders of Competent Authority or other subordinate offices under Urdu Academy in the jurisdiction of Union Territory of Delhi. No cartage charges/transport will be paid extra.
4. The Academy shall not be responsible for any loss or damage to any item supplied on hire due to natural calamities ie. Fire, flood, stampede, earthquake, tornado etc.
5. The work/contract/supply order is to be completed within the stipulated period failing which the work shall be got completed at the risk and cost of the contractor whose rates are approved.:-
  - a) The risk and cost includes additional cost for the articles goods etc. and also the cartage/Transport charges.
  - b) The extra expenditure incurred by the Urdu Academy shall be deducted from the security deposit of the tender and in case the security amount falls short, the balance shall be recoverable from the Contractor.
  - c) The Secretary, Urdu Academy may impose further penalty to the extent of security deposit of the tenderer any delay/defective work or any damage to the Academy due to negligence of the contractor etc,
6. A Security Deposit of Rs. 2,50,000/- will have to be deposited by the firm whose tender is accepted. Their Earnest Money already deposited alongwith the tender shall be adjusted towards Security deposit.
7. VAT/Excise Duty shall be paid extra where applicable as per Govt. Rules applicable in Delhi.
8. The tender shall be accompanied with samples/specimens wherever necessary.
9. The materials shall be in accordance with the sample/specimens. In the event of goods/stores being considered by the Secretary/Asstt. Secretary inferior to that described in the specification/specimen, the supplier shall remove the same at his own charge and cost. The decision of the Secretary, Urdu Academy in this regard will be final.
10. The tenderers will have to make/execute the job at the shortest notice.
11. The secretary, Urdu Academy reserve the right to accept or reject any tender without assigning any reason thereof, and will not be bound to accept lowest tender.
12. The Secretary, Urdu Academy reserves the right for the termination of any contract at any time before the expire of the period covered under the contract without assigning any reason thereof.
13. Tenders received after the due date and time shall not be accepted.
14. The tenderer which do not comply with above terms and conditions are likely to be rejected.

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15. It will be at the discretion of the Secretary, Urdu Academy to make inquiries either himself or through any of the officers of the Academy in order to judge the suitability and the capability of any firm/tenderer and his decision to enter into a contract would be final.
16. In the event of any dispute, the decision of the Secretary, Urdu Academy shall be final and binding upon the tenderer/firm/contactor/supplier.
17. In case of any dispute the jurisdiction will be the Court of Law in the Union Territory of Delhi.
18. The Security will be refunded in six months after the termination of the contract.

The Secretary shall have the power to make any alteration, omission, addition or substitution for the original specification, design during course of supply of the goods, and contractor shall supply the goods accordingly under the same contract and at the same rate as specified in the tender for the main work. And if the altered additional as substituted material includes any class of material, for which no rate is specified on this contract, the contractor in writing shall inform the Secretary his rates for such class material, and if the Secretary does not agree to this rate, he shall be at liberty to cancel the contract.

On the breach of any terms and conditions of this, contract, by the contractor, Secretary, Urdu Academy shall be empowered to forfeit the Security Deposit.

CONTRACTOR

SECRETARY