



പി.എം. ശ്രീ കേന്ദ്രീയ വിദ്യാലയം, പട്ടം, തിരുവനന്തപുരം
 पीएम श्री केन्द्रीय विद्यालय, पट्टम, तिरुवनन्तपुरम, केरलम - ६९५००४
 PM SHRI KENDRIYA VIDYALAYA PATTOM, THIRUVANANTHAPURAM-695004
 UNDER MINISTRY OF EDUCATION, GOVT OF INDIA
 दुरभाषः/PHONE NO.0471-2445854/2441816 - Fax: 0471.2441815
 CBSE Affiliation No.900004 - SCHOOL NO: 79027



बसाईट/Website: <https://trivandrumpattom.kvs.ac.in> ईमेल/Email: kendriyavidyalaya_pattom@yahoo.co.in

फ.केवी/पट्टम /प्रपा./2-21/2025-26/

दिनांक: 18/08/2025

Terms and Conditions for Bid – Hiring of Tent, canopy (Pandal) and Allied Services

1. Scope of Work

- The contractor shall provide and install Tent, Canopy(pandal), shamiana, waterproof tents, stage, carpeting, seating arrangements, sound system, lighting, decoration, barricading, and any other allied services as required by the institution/organization for the KVS NSM from 10.09.2025 to 14.09.2025 and from 17.09.2025 to 21.09.2025 at LNCPE
- All materials used shall be of good quality, safe, and approved by the officer-in-charge before use.
- Rent should be mentioned separately – First and last day (installation & Removal charges) the other days normal rent per day .
- Adequate number of labours may be put into action through the days of program to look after the safety and security of children who are sitting under the installation.
- The installation of all the items must be completed and removed as per the time allotted.

2. Eligibility Criteria

- The bidder must be a registered firm/agency having valid GST registration and PAN.
- The bidder should have at least **5years** of experience in providing pandal and allied services for government/semi-government/recognized institutions.
- The bidder should not have been blacklisted by any government or public sector organization. A self-declaration to this effect should be submitted.

3. Submission of Bids

- The bid should be submitted in two parts: (i) Technical Bid, (ii) Financial Bid, in separate sealed envelopes.
- Technical bid should include proof of registration, work experience, GST, PAN, and other credentials.
- Financial bid should clearly specify rates for each item/service and the total package cost, inclusive of all taxes and charges.

4. Earnest Money Deposit (EMD)

- The bidder shall deposit an Earnest Money of **₹5000** in the form of Demand Draft/Banker's Cheque/Online Transfer in favour of **PM Shri KV Pattom shift 1 VVN Account**.
- Bids without EMD shall be rejected.
- The EMD of unsuccessful bidders shall be refunded after finalization of tender, while that of the successful bidder shall be adjusted against security deposit.

5. Security Deposit

- The successful bidder shall deposit a security amount equivalent to **3%** of the contract value, refundable after successful completion of the event and after adjustment of any damages, penalties, or dues.

6. Rates and Taxes

- Rates quoted must be inclusive of all charges including installation and transportation, labour charges etc, duties, levies, and GST. No additional charges will be entertained.
- The bidder shall bear all statutory liabilities, including compliance with labour laws, insurance, and safety norms.

7. Work Execution and Safety

- The pandal, stage, and other structures should be erected in a safe, sturdy, and weatherproof manner, ensuring public safety.

- Fire safety precautions (fire extinguishers, emergency exits) must be arranged by contractor.
- All arrangements must be completed **one day** before the commencement of the event, to the satisfaction of the officer-in-charge.

8. Liability and Damages

- The contractor shall be liable for any damage caused to property, institution premises, or injury to any person due to negligence or poor quality of work/material.
- Any loss or damage to the institution/organization due to delay or failure in execution will be recovered from the contractor's dues/security deposit.

9. Termination of Contract

- The institution reserves the right to terminate the contract at any stage without assigning reasons, if the services are found unsatisfactory or the contractor fails to comply with the terms and conditions.

10. Payment Terms

- No advance payment will be made.
- Payment shall be released only after satisfactory completion of the work, subject to certification by the officer-in-charge.
- Statutory deductions (TDS, GST, etc.) shall be made as per rules.

11. Force Majeure

- The contractor shall not be liable for forfeiture of security deposit or termination for delay in performance due to events beyond his reasonable control (natural calamities, war, strikes, etc.), provided such events are duly notified to the institution in writing.

12. Jurisdiction

- In case of any disputes, the decision of the Head of the Institution shall be final and binding.


प्राचार्य / Principal
केन्द्रीय विद्यालय पट्टम / Kendriya Vidyalaya Pattom
त्रिवन्द्रपुरम / Trivandrum- 695004

Envelope-I (For Technical Bid)

PERFORMA FOR REQUIREMENT OF ITEMS

1. Name of the Firm :
2. Name of the Proprietor :
3. Address ;
4. Telephone / MOB Number :
5. License Number/ :
6. PAN, TIN, GST Nos. (Attach Proof) :

Declaration

I have gone through the Tender proforma of PM Shri Kendriya Vidyalaya Pattom Thiruvananthapuram carefully and agree to offer my services to the Vidyalaya as per the terms and conditions mentioned in the tender **without any deviation**, whatsoever at the rates quoted in the bid.

I have deposited Rs. **5000/-** towards EMD through Demand Draft No dated drawn in favour of "PM Shri Kendriya Vidyalaya Pattom Shift 1 VVN Account".

I am having Years of experience in this field. I am having Lakhs annual turnover in the previous financial year. (Attached the proof for experience and turnover).

Attachments :

1. Copy of Registration Certificate
2. DD of Rs.5000 as EMD in the name of Principal KV Pattom.
3. Proof for Experience of 03 years in the same field of catering
4. Proof of Annual turnover (Copy of Audited Balance sheet) for the last 03 years.
5. Envelope-2 Finance Bid in separate sealed cover.

Date

Signature with Stamp

ENVELOPE-II(Financial Bid)

(Clearly marked with name of firm in the front of sealed cover)

FINANCIAL BID

Name of the Firm :

GST No :

SL NO.	ITEMS	QTY	*Rate
1	Hanger Pandhal	Rate / sqft (per day)	
2	Ramp	Rate / mtr (per day)	
3	Sheet Pandhal	Rate / sqft (per day)	
4	Ceiling of sheet pandal with cloth	Rate / sqft (per day)	
5	Plastic Chairs without armrest	Rate / nos (per day)	
6	Table(big)	Rate / nos(per day)	
7	Wash Basin	Rate / tap (per day)	
8	VIP Chair	Rate / nos (per day)	
9	Flag Post with setting-15 feet	Rate / nos (per day)	
10	Canopy (20'x20')	Rate / nos (per day)	
11	Canopy (10'x10')	Rate / nos (per day)	
12	Cooler	Rate / nos (per day)	
13	Fan	Rate / nos (per day)	
14	Sounds	Sound system and accessories to cover the ground (per day)	
15	Generator	Rate / nos (per day)	
16	Carpet	Rate / sqft (per day)	
17	Mic	Rate / nos (per day)	
18	Que manager	Rate / nos (per day)	
19	Victory stand	Rate / nos (per day)	
20	DJ Box	Rate / nos (per day)	

*Rate should include all the expenses of transportation, installation and removal of items at LNCPE stadium.

*Installation and removal charges are applicable only on the day of installation and removal respectively.

*Supporting staff should be available at the LNCPE ground during the event.

Signature with Stamp