



INDIA INTERNATIONAL CENTRE
40, Max Mueller Marg, New Delhi-110003
Telephone: 24609322, 24609324
E-mail: 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 2026 to 31 March 2027**.
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 super-scribing 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 **23rd February 2026 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.

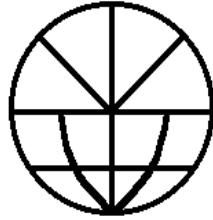
Thanking You,

Yours Faithfully,

Purchase Officer

TENTAGE RENTAL SERVICES

FORM NO:_____



INDIA INTERNATIONAL CENTRE
40, Lodhi Estate, Max Mueller Marg, New Delhi – 110003
Telephone : 24609322,24609324
E-mail: purchase@iicdelhi.in

ANNUAL SERVICE CONTRACT 2026-27

TENDER FORM FOR TENTAGE RENTAL SERVICES

FOR THE PERIOD OF 01-04-2026 TO 30-04-2027

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. (Must)		
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. (Must)	Yes / No	
8	Whether EMD of Rs. 20,000 enclosed. Original DD/Cash receipt to be enclosed. (Must)	Yes/No	DD/Cash Receipt No. 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. (Must)	Yes/No	Regn No....., Date....
12	Whether self-attested copy of Income Tax Returns for last Financial years are enclosed. (Must)	Yes/No	
13	Whether having GST / MSME /TIN Number / C.S.T. Self attested copy to be enclosed. (Must)	Yes/No	Regn No.....,
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. (Must)	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'

ANNUAL CONTRACT FOR TENTAGE RENTAL ITEMS FOR THE PERIOD OF 01 APRIL 2026 TO 31 MARCH 2027			
SL NO	ITEMS		RATES
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

Supplier's Signature

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. To ensure that no substandard material is used or provided which may hurt or damage human life.

(a) Revenue sharing basis of 70% (Contractor) and 30% (IIC) of the total revenue earned by the IIC.

(b) 03 Nos of in-house events Tentage cost will be done on complementary annually for KDB only.

(c) To give 50% discount on approved rates for IIC functions/events excluding cartage.

6. The Contractor shall 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 Centre reserves the right to terminate the contract.

7. 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 the Centre.

8. 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.

9. 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.

10. 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.

11. The Centre reserves the right to extend the contract period beyond **31 March 2027** for a period of Two months on the same rates, terms and conditions which the Vendor agrees to honour

Date:

Place: New Delhi

Purchase Officer

TERMS & CONDITIONS FOR THE CONTRACT

1. The approved rates shall remain effective from **01 April 2026 to 31 March 2027**. 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 be 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

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