



SHRI VISHWAKARAMA SKILL UNIVERSITY

Government of Haryana

NOTICE FOR EXPRESSION OF INTEREST

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR
SELECTION OF REGISTERED ORGANISATIONS FOR
MANAGEMENT OF EVENT OF 1st CONVOCATION
CEREMONY FOR
SHRI VISHWAKARMA SKILL UNIVERSITY**

Venue at: -

AT UNIVERSITY CAMPUS VILLAGE: - DUDHOLA, PALWAL, HARYANA.

Venue proposed date: - 16th and 17th Sept, 2021

Ref. No. SVSU/2021/ID&C/001

Dated 07/09/2021

Important Information Sheet in respect of Event

Event	Particulars
EOI Notice NO	SVSU/2021/ID&C/001
Name of Work	NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SELECTION OF REGISTERED ORGANISATIONS FOR MANAGEMENT OF EVENT OF 1st CONVOCATION CEREMONY FOR SHRI VISHWAKARMA SKILL UNIVERSITY
Date of publication of Expression of Interest	07.09.2021 at 09:30 Hrs.
Start of Submission of EOI	07.09.2021 at 09:30 Hrs.
Last date and time for Bid submission	13.09.2021 at 18:00 Hrs.
Date & Time of Opening of Technical Bids.	14.09.2021 at 09:30 Hrs.
Date & Time for presentation by the Vendors	14.09.2021 at 12:00 Hrs.
Date of Pre-Bid Meeting	08.09.2021 at Dudhola, Distt-Palwal at 11:00 Hrs.
Date for opening of Financial Bids	Will be intimated.
Validity Period of Proposal	180 days from the opening of technical Bid
Venue of Presentation	Shri Vishwakarma Skill University, Plot - 147, Sector - 44, Gurugram 122003.
EOI Fee:	
(1) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the "Haryana State Public Procurement Policy for MSME -2016"	NIL

notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016.	
(2) For Haryana based manufacturing Startups/First Generation Entrepreneurs eligible as per State policy "Concession/benefits in Public Procurement to Startups/First Generation Entrepreneurs of State" issued vide G.O No.2/2/2016-4I B-II dated 03.01.2019	NIL
(3) For remaining bidders both from the Haryana and Non Haryana	Rs. 3000 + E-Portal Fee
EMD:	
(1) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the "Haryana State Public Procurement Policy for MSME NIL 2 Page -2016" notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016.	NIL
(2) For Haryana based manufacturing Startups/First Generation Entrepreneurs eligible as per State policy "Concession/benefits in Public Procurement to Startups/First Generation Entrepreneurs of State" issued vide G.O No.2/2/2016-4I B-II dated 03.01.2019.	NIL
(3) Central or Haryana Public Sector Enterprises and "approved sources" as declared by the Industries Department, Haryana	NIL
(4) For remaining bidders both from the Haryana and Non Haryana	1,20,000/-
Performance Security	10% of contract value
Place of Bid Submission	Online at http://etendres.hry.nic.in

Contact Person	Amit Vashist AR, Procurement (7015961188) tenders@svsu.ac.in)
Address of Communication	Registrar, Shri Vishwakarma Skill University, Plot – 147, Sector – 44, Gurugram 122003. Ph- 0124-2746800, Email: registrar@svsu.ac.in

- **Amendments to EOI, if any, would be published on e-procurement website <http://etendres.hry.nic.in> only.**
- **The financial bid of prospective bidders will be considered only if the technical bid is found qualified by the SVSU. The decision of SVSU will be final and absolute in this respect.**

Technical Bid:

Bidders must be positively complete online e-tendering procedure at <https://etenders.hry.nic.in>. They shall have to submit the documents as per prescribed in the EOI online in the website. The bidders may submit their complete bids (with all the requisite documents) in multiple files.

Financial bid:

Bidders must submit the Price/Financial bid documents (BOQ) as per the given in EOI/ available online and uploaded as per instruction therein. **Physical submission of price bid shall not be considered.**

Sd/-

Registrar, SVSU

GENERAL INSTRUCTION TO BIDDER FOR E-TENDERING Instructions / guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

- **Registration of Bidder:** Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Haryana government e-Procurement System through logging on to <https://etenders.hry.nic.in/>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

- **Digital Signature Certificate (DSC):** Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token. The Bidder can search & download N.I.T. electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

- **Submission of Tenders:** Tenders are to be submitted online to the website in two folders at a time for each tender (one is Technical Proposal & the other is Financial Proposal) before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

- Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.

- Shri Vishwakarma Skill University, Haryana shall not be responsible in any way for delay / difficulties / inaccessibility of the downloading facility from the website for any reason whatsoever.

- The EOI document cost + E-Service Fee +EMD is to be deposited online by the bidder.

- For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the “Haryana State Public Procurement Policy for MSME -2016” notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10- 2016.
- For Haryana based manufacturing Startups/First Generation Entrepreneurs eligible as per State policy “Concession/benefits in Public Procurement to Startups/First Generation Entrepreneurs of State” issued vide G.O No.2/2/2016-4I B-II dated 03.01.2019.
- Central or Haryana Public Sector Enterprises and “approved sources” as declared by the Industries Department, Haryana

- The Bidder should submit a non-refundable tender fee online. The Technical Bid without Tender fee, e-service charge and EMD would be considered as UNRESPONSIVE and will not be accepted.

- The tender fee and e-Service Fee will not be returned/refunded to any Bidder in any circumstances.

- No interest shall be paid on EMD to the bidder for the period of its currency.
- If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.
- The EMD of the unsuccessful Bidders will be refunded online. In case of successful Bidder, EMD will be returned after the submission of Performance Bank Guarantee.
- No Proposal will be accepted without valid EOI cost.
- The bidder shall upload the scanned copy of the Authority Letter for use of Digital Signature for submitting the tender on e-portal.
- The bidder shall upload the scanned copy of the Authority Letter to Sign the tender document on behalf of bidder.
- In case, the offer is accepted, but not honoured by the Bidder, the EMD will be forfeited. The EMD will also be forfeited, if wrong information is furnished or any vital information is concealed in the tender document. Apart from it, he will be liable for any other action against him, as may be considered necessary by the Hon'ble Vice-Chancellor.
- Payment of EMD: - The payment of EMD shall be done online on e-tender portal only. The Earnest Money Deposit (EMD) in other form viz., Pay Order/Cheque/DD/BG etc. shall not be accepted.

“Terms of Reference” (TOR) means the details included in the EOI specifically in Para 2 or otherwise as well as the contract which explain the objective, scope, of work, activities, tasks to be performed, respective responsibilities of the Employer and the selected bidder, and expected results and deliverables of the assignment /Job.

1.1 Haryana State Government has constituted Shri Vishwakarma Skill University (SVSU) under Act 25 of 2016. The university is first of its kind in India. The state Government has very optimistic vision for the University.

- SVSU, Haryana Government University, invites bids from Registered Organization for Event Management of 1st Convocation Ceremony at University Campus site at Vill. Dudhola, Palwal, Haryana. The Bid is invited from eligible agencies who have at least 5 years of experience of organizing such events i.e. convocation directly or by engaging agency, which shall be organized for Hon'ble President/ Vice President, Governor, Chief Minister and Union/Cabinet Ministers level events.

2. Scope of Works:

2.1 Brief Scope of work:

The participating agency has to organize an event for 1st Convocation Ceremony of the University. The following is an outline of the arrangements to be made but not exhaustive. The agency is required to give its inputs head wise for a better arrangement. The event dignitary protocol shall be Hon'ble President of India, Hon'ble Governor, Chief Minister, Union Minister level or Cabinet level with minimum gathering shall be 200 guests. The particular of items to be executed at site as under: -

- a. AC Water proof Aluminum Hanger and Hanger Structure installation for 200 attendees
- b. Carpet
- c. Stage, Lounge for VVIPs with protocol related seating
- d. Maa Saraswati Murti
- e. Inaugural Lamp
- f. Seating for Media and other attendees
- g. Related temporary chemical structure like toilets etc.
- h. Barricading
- i. 02 Nos VVIP dressing Room
- j. 02 Nos Students (Boys and Girls) changing Room with partition
- k. Centre Tables, Head Tables, Sofa sets, Chairs etc. for convocation.
- l. Light and sound arrangement
- m. Fans, Gen sets, Electricals works in all respect.
- n. Flower Arrangement
- o. Plants with Flower Pot
- p. CCTV
- q. Food Court for VVIP, VIP, Staff and Students/Others
- r. Manager, Housekeeping and Safety/ Security Manpower's
- s. Fire Fighting arrangements along with manpower
- t. Security and House Keeping arrangements.
- u. Executive waiters for VVIP/VIP
- v. Waiters for all others
- w. Signages, Walky talky radio sets.
- x. Food, Water, Lunch and Snacks refreshment arrangements for VVIPs & VIPs, Guests, Students and Staffs.
- y. Audio Visual equipment's, Videography & photography, Live facilities etc.
- z. Any other arrangements fit for this kind of function.

• **Brief Description of Requirement: -**

- (i) 18000 Sqft. AC Water Proof Hanger with masking on top & side for 200 Gathering including stage with chairs, crockery, VVIP crockery, 2000 drinking water bottles, Gallery, Carpets, Head Tables, Centre Table, Sofa sets, Chairs, Flowers, Lights & Sounds, Bunting,

Entry gates with Marquee, Flex side wings, Gallery, Plants with Flower Pot, Fan, Chemical Toilets etc. as per site requirement.

- (ii) 4000 Sqft. Water Proof Hanger lounge for VVIPs, Guests including Carpets, Centre & Head Tables, Chemical Toilets, Sofa sets, Chairs, Lights, Flowers, Dressing Room, Plants with Flower Pot etc. as per site requirement.
- (iii) 5000 Sqft. Tent Shamiyana Coverage for Students & staff including Tent & Centre Tables, Carpet, Chairs, Lights, Plants with Flower Pot etc. as per site requirement.
- (iv) 200 Sqft. Area for Student (Boys & Girls) change room.

□ **Brief Description of Requirement for Menu:**

- i). **Breakfast:** Special Tea, Coffee, Chhole Puri, Chhole Bature, Dhokla for 200 No. of Staff and Students on previous day of the event (September 16, 2021).
 - ii). **Lunch:** 200 No. of veg thali (4 Tava Roti, Rice, Daal, seasonal sabji, Chhach, pickle) on previous day of the event (September 16, 2021).
 - iii). **Refreshment:** - 200 No. of Special Tea, Coffee, Achari Paneer/Veg kabab, Raaj Bog/ Chhena Murki/Similar/Khoya Barfi, Dry Fruits on event date in morning (September 16, 2021).

 - iv). **Breakfast:** 200 No. of veg thali (4 Tava Roti, Rice, Daal, seasonal sabji, Chhach, pickle) on previous day of the event (September 17, 2021).
 - v). **Lunch:** 2 no sabzi (one paneer, one seasonal), Tava roti/Misi Roti/Naan, Hayderabadi Biryani, Raita, Salad pickle, Saahi Tukda/Similar for 200 No. of Staff and Students on previous day of the event (September 17, 2021).
 - vi) **Hi-Tea:** - Special Tea, Coffee, Soup, Fresh Fruit salad (apple, kiwi and seasonal, small Samosa, Veg kabab, French fries.
-
- Before tendering, the agency is advised to visit the site of work and in any case shall be deemed to have done so in order to acquaint himself with the nature of site and the conditions in which the work are to be executed, the quantities and nature of work and materials necessary for the completion of the works and the means of access to the site. No extra charges consequent to any misunderstanding or otherwise shall be allowed. In case of any clarity required, you may visit Dudhola site, SVSU on pre-bid meeting.
 - The agency is expected to make itinerary and programmer flow along with detailed point wise description of the arrangements, items, manpower etc. to be used and how it would be used to make the arrangement foolproof. Agency to prepare printing, banner, film, gallery, backdrop etc.

 - The responsibility of the foolproof event will lie with the organization/agency it will be fully responsible for any kind of failure, mis -happening during the event. The organizing agency will have to give an undertaking for the success of the event and quoted rates. It will be fully responsible for the reputation of the client in case of any kind of failure.

Technical Eligibility Criteria for the Agencies:

- The bidder should be an exclusively registered Event management Agency/company or similar (Pvt Ltd., or Ltd., company/public Ltd/ partnership firm/ Proprietorship firm/LLP) & should **not have less than five years of experience** in events of similar nature. No consortium/ Joint Venture is allowed.
- The Bidder should not have been blacklisted by any Central Government/ Public Sector Undertaking as on the date of bid submission. Copy of undertaking signed by authorized signatory should be submitted with the technical bid.
- The agency must have managed at least 2 such events costing not less than @ Rs.30 Lacs to 50 Lacs for at least 3 years in last 5 consecutive years where the President/ Prime Minister/ Union Minister of India has been a chief guest. The agency will have to present a proof in shape of work orders from the clients and also completion certificates of same.

TERMS & CONDITIONS

1. The agency must have registered own GST, PAN, ESI/EPF Certificate etc. All taxes deducted from the running and final bills of the agency as per latest taxes/ rules.
1. The agency will have to produce album / CD of videography of **2** such event completed along with the bid to SVSU for assessment of the program organized by them.
2. The agency will have submitted the proposed event diagram/sketch as per the site condition and protocol at the time of submission of technical bid.
3. The agency is to submit its balance sheet and Profit loss account for last three financial years with Assessment, the bid will be summarily rejected if it is a loss making unit in any of the last three financial years. The Memorandum and Articles of Association must accompany the bid.
4. Both Technical and Financial documents are to be signed by the authorized signatory of the organization/ agency.
5. The bid will be submitted under two bid system.
6. The technical bid will contain the all detailed description of the event. All the documents mentioned above will also be attached in the technical bid.
7. The financial bid of only those bidders will be opened who have qualified in the technical bid found satisfactory by the bid accessing committee of SVSU.
8. Selected party shall be required to execute an agreement containing detailed terms & conditions with SVSU, in accordance with the provisions of the law applicable.
9. The agency shall not be entitled for any payment on whole of work done till he signed the agreement and submit the security deposit.

10. The agency will have to make provision for the manpower, labour, electricity & water on its own at site for execute of all items of works. If any leveling work to be required at site, the same will have execute by agency.
11. The security arrangement of each and every items supply by the agency will have born Successful bidder at own cost in all respect.
12. The selected agency will have to provide the timeline for completion of the work as set by the SVSU.
13. The University reserves the right to consider/reject any such proposal without assigning any reason thereof. In case of rejection of application for issue of tender, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for no issue of tender.
14. The decision of the SVSU will be final in case of any dispute arising in the implementation of the terms of the contract.
15. All the material supply by the successful bidder will be preferable ISI/FSSAI mark or best branded quality.
16. No payment shall be made to the agency for any damage/loss caused due to rains, floods fire or any natural cause during the execution of work
17. The total time allowed for the completion of the work, from the date of issue of work order written to commence the work is 3 days but all works should be executed approx. 90% at proposed campus site before latest by Convocation Rehearsal Day.
18. Firstly, all disputes and differences of any kind whatsoever arising between the parties (Employer and Bidder) out of or in connection with the contract/bid shall in the first place be referred by the Bidder to the SVSU in writing for resolving the same through mutual discussion, negotiations, deliberation etc. associating representatives from both the sides and concerned efforts shall be made for reaching amicable settlement of disputes or differences.
19. If any dispute or difference arises between the parties under or in relations not resolved by mutual settlement to this agreement, the same shall be referred to SVSU and the decision of the Hon'ble Vice Chancellor, SVSU for this purpose shall be final and binding upon the parties, including the venue, as selected by him. The SVSU reserve the right to take final decision.
20. In case negotiation will be required/ desired by the tendering committee /competent authority of SVSU, the same will be done as per the instruction issued in Haryana Govt. Order No-2/2/2010-4-IB-II dated: -16.06.2014.

21. In respect of any legal proceedings arising as a result of or relating to or incidental to this agreement, the court in Gurugram/Palwal shall have exclusive jurisdiction.
22. SVSU is not bound to accept the EOI and will not be required to give any reason for rejecting this EOI. SVSU has rights to reject the EOI at any stage without giving any reason.
23. If there is holiday on the date of opening of tender technical bid, then the tenders shall be opened at "11.00 hrs on next working day".
24. The Telegraph and Conditional tenders bid are not be accepted. The Bank Charges, if any, will be to the account of the agency. Applications found without Tender Fee and EMD shall be summarily rejected.
25. Any agency whose bid is not found as per EOI requirements will be liable for rejection without assigning any reason.
26. The agencies are strictly advised to follow date, time and corrigendum as indicated in the EOI/ NIT/ website. The date and time shall be binding on all bidders. All the corrigendum if required will be uploaded on e procurement portal and SVSU website.
27. On completion of work contractor shall remove all temporary structures, debris from the site and will hand over clearly leveled area to the SVSU.

Performance Security:

The agency will have to deposit security either in form of a Bank Guarantee or any valid shape in favour of Shri Vishwakarma Skill University to the tune of 10% of the Quoted cost of the contract. It will be refunded after successful completion of the work and Payment of the actual works as per executed at site.

The EMD of the successful bidder will be returned after the submission of Security Deposit and EMDs of the unsuccessful bidders will be returned automatically. No claims shall be against the university either in respect to interest if any due on the Security Deposit/Earnest Money or its depreciation in value. Earnest money @2% of total value be obtained with the condition that it will not be released during the guarantee period.

Liquidated Damages

In case SVSU (Client) not satisfied with the work done by the successful bidder, SVSU shall deduct liquidated damages up to 10% of the total actual cost of the work.

Liquidated Damages (L.D)/Penalty for Non-execution of Order: If the bidders fails to execute the event/convocation in time as per the terms and conditions stipulated therein, it will be open to the University to recover liquidated damages as per the following rates:

S No.	Particular/Item	%age deduction of the total cost of Particular/Item	Remarks
1	Food Taste	10	Authentic taste
2	Food Hygiene/Quality	20	As per protocol
3	Items not as per Bill of Quantity (BOQ)	50	
4	Services	10	As per requirement
5	If any item/particular not provided as mentioned in Bill of Quantity	100	
6	Infra not as per the standards of VVIP protocol.	50	As per standards/protocol
7	Infra not as per Bill of Quality	100	
8	VVIP service	50	As per VVIP standards/protocol

Taxes:

Bidders shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until the completion of Event/Convocation. However, GST in respect of the transaction between the University and the Bidder shall be payable extra, if so stipulated in the order.

Payment:

For Indigenous supplies, 100% payment shall be made by the University against delivery, inspection, successful execution and completion of the event at SVSU Dudhola Campus and to the entire satisfaction of the University and on production of unconditional performance bank guarantee.

Sd/-

Registrar, SVSU

<< Organization Letter Head >>

BID SUBMISSION

Online Bid Submission:

Online system shall be followed, i.e.

- (i) Please note that in any case if price-bid/Financial Offer submitted manually then bid shall not be accepted.
- (ii) Only those proposals will be considered for opening, who have submitted their BID online by due date/time (as specified in Bid Data Sheet).

The Online bid completes in all respect. The following checklist is for the convenience of the bidders. Kindly check the following points before submitting the bids.

Sr. No.	Content	Document Submitted (Yes/No)	Page Number as per numbering given to the technical bid documents uploaded on the portal (If Applicable)
1.	Whether the all pages of the proposal has been signed with seal of firm by bidder/authorized signatory?		
2.	Have submitted the Scanned copy (PDF format) of the technical proposals on e-Procurement Portal?		
3.	Have submitted the Company Registration & associated Documents on e-Procurement Portal?		
4.	Have submitted copy of PAN, GST, TAN Registration etc. on e-Procurement Portal?		
5.	Have submitted EMD and TENDER+ E-Service charges on e-Procurement Portal?		
6.	Have all the pages of proposal (Technical Proposal) been properly numbered and signed by authority/ authorized person only?		
7.	Have you checked the eligibility Criteria and Submitted the relevant documents as proof on e-Procurement Portal?		
8.	Have submitted the authority letter for signing the proposal on behalf bidder on e-Procurement Portal?		
9.	Have submitted the authority letter for use of digital signature on e-Procurement Portal?		
10.	Have submitted the Instructions to Bidders		
11.	Have submitted the Terms and Condition.		

Sr. No.	Content	Document Submitted (Yes/No)	Page Number as per numbering given to the technical bid documents uploaded on the portal (If Applicable)
12.	Have submitted the Technical Specification and Compliance Sheet as per Annexure – XI		
13.	Have submitted the Details of Bid Submission as per Annexure – III		
14.	Have submitted the Organization Declaration Sheet as per Annexure – III		
15.	Have submitted the List of Government organizations/ Department/PSU and Private Organizations where the same service have been completed (in last three years) along with their contact number(s) as per Annexure-V Note: The bidder(s) are required to submit proper proof (like Purchase Order/Work Order and Performance Report) duly attested by Gazetted Officer or Notary and client to support/ proving the claim.		
16.	Have submitted the Details of Electronic Fund Transfer/RTGS Transfer (Annexure VII)		
17.	Financial Proposal Document (Annexure-VIII)		
18.	Have submitted the Affidavit regarding Authenticity and correctness of information/documents as per Annexure - IX		
19.	Have submitted the Affidavit regarding delisting/blacklisting, demobilization etc. as per Annexure – X		
20.	Whether the TENDER document has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?		
21.	Whether the TENDER corrigendum (if any) has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?		
22.	Have submitted the audited statement and Financial Assessment Copy/Income Tax Return Copy showing their net balance / Profit for last three financial years for financial eligibility.		
23.	All documents to be submitted by the firms should be duly attested by Gazetted officer/ notary public in case these are copies of the original documents. No unattested documents will be entertained.		
24.	Have submitted the financial bid as per BOQ.		-----

(Signature with Seal of the Bidder)

Name:

Designation:

Organization Name:

Contact No.:

SHRI VISHWAKARMA SKILL UNIVERSITY, Dudhola, Palwal.

Details and Check List FOR PARTICULARS OF THE AGENCY

The Registrar

Shri Vishwakarama Skill University
Plot No-147, Sec-44, Gurugram
Haryana.

Sir,

Sub: - Expression of Interest for SELECTION OF REGISTERED ORGANISATION FOR MANAGEMENT OF EVENT of CONVOCATION CEREMONY.

This offer is with reference to the advertisement released in the press/ put up in the Tenders section of SVSU website www.svsu.ac.in for taking subject cited work:-

Full Particulars of the Organization	Check List (Yes/No)
i) Name	
ii) Address(es) iii) Registration Number	
iv) Telephone Numbers	
a) Business	
iv) Residential	
v) Tele Fax Number	
vi) E-Mail Address	
v) Authorized Contact Person Name	
vi) Past Experience Certificates duly Self attested or Gazetted Officer.	

VII) Last Three-year balance sheet and Profit loss account with assessment.	
VIII) Album / CD of videography of three same nature event completed.	
IX) List of items to be utilized at the event in all respect.	
X) Organization registration Details like GST, PAN, ESI/EPF Certificate etc.	
XI) Proposed event diagram/sketch at site condition	
XII) Tender document with corrigendum if any duly signed by authorized person with stamp	
XIII) Authorized Signature letter duly issued by Organization competent authority.	

Declaration:

- (i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars of the organization etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the Department may wish to take.

Signature of Authorized Signatory with Official Seal

Sd/-
Registrar, SVSU

On the letter head of Agency

We, hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) to participate in EOI. We further certify that our organization meets all the conditions of eligibility criteria laid down in this EOI document.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

Name & Address of the Bidder/ Manufacturer /authorized dealer/

distributors/agent

Phone

Fax

E-mail

Contact Person Name

Mobile Number

GST Number

TIN Number

PAN Number

(On-line payment of Tender Fees)

UTR No. (For Tender Fee)

(On-line payment of EMD)

UTR No. (For EMD)

Attachments:

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Affidavit(s).

(Signature with Seal of the Bidder) Name:

Designation:

Organization Name:

Contact No.:

LIST OF GOVERNMENT ORGANIZATION/DEPARTMENT/PSU

List of Government Organizations/Department/PSU for whom the Bidder has undertaken such work during last three years (must be supported with work orders)

Note: The bidder(s) are required to submit proper proof (like Purchase Order/Work Order) duly attested by Gazetted Officer or Notary and client to support/ proving the claim.

Sr. No.

Name of the organization

Name of Contact

PersonContact No.

Signature of Bidder

Name:

Designation:

Organization Name:

Contact No.:

<< Organization Letter Head >>

LIST OF PRIVATE ORGANIZATION

List of Private Organizations for whom the Bidder has under-taken such work during last three years (must be supported with work orders)

Note: The bidder(s) are required to submit proper proof (like Purchase Order/Work Order) duly attested by Gazetted Officer or Notary and client to support/ proving the claim.

Sr.No.

Name of the organization

Name of Contact

PersonContact No.

Signature of Bidder

Name:

Designation:

Organization Name:

Contact No.:

<< Organization Letter Head >>

LIST OF PERFORMANCE REPORT

Annexure V

List of Performance Report for whom the Bidder has under-taken such work in Indian Conditions, without any Problems during last three years (must be supported with work orders)

Note: The bidder(s) are required to submit proper proof (like Purchase Order/Work Order) duly attested by Gazetted Officer or Notary and client to support/ proving the claim.

Sr. No.

Name of the organization

Name of Contact

PersonContact No.

Signature of Bidder

Name:

Designation:

Organization Name:

Contact No.:

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GURUGRAM OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GURUGRAM OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GURUGRAM. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT AC-CEPTED.)

To,

The Registrar

Shri Vishwakarma Skill University, Gurugram, Haryana

India

LETTER OF GUARANTEE

WHEREAS Shri Vishwakarma Skill University, Gurugram (Buyer) have invited Tenders vide

Tender No.: dated:

For purchase of

and whereas the said tender document requires that any eligible successful Bidder (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “Shri Vishwakarma Skill University” in the form of Bank

Guarantee for Rupees
.....

and valid till Three Year Six Months from the date of issue of Performance Bank Guarantee that may be submitted within 07 (Seven) days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Shri Vishwakarma

Skill University, Gurugram on demand and without protest or demur Rupees
.....

This bank further agrees that the decision of SVSU, Gurugram (Buyer) as to whether the said Bidder (Seller) has committed a breach of any of the conditions referred in tender document

/ purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree

that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Seller) and/ or Shri Vishwakarma Skill University, Gurugram (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rupees.

(Indian Rupees only).

2. This Bank Guarantee shall be valid up to (date).

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee

only and only if Institute serve upon us a written claim or demand on or before

.....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at

..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

The Registrar

Shri Vishwakarma Skill University, Gurugram.

Sub: Authorization for release of payment / dues from Shri Vishwakarma Skill University, through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

Line 1:

Line 2:

City:

Pin Code:

E-Mail ID:

Mob No:

Permanent Account Number (PAN NO.):

3. Particulars of Bank

Bank Name Branch Name

Branch Place Branch City

Pin Code Branch Code

MICR No.

(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)

IFS Code:(11-digit alphanumeric code)

Account Type

Saving

Current

Cash Credit

Account Number

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Shri Vishwakarma Skill University, responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:

Date:

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp: Date:

.....

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

Annexure – VIII

<< Organization Letter Head >>

Financial Proposal (to be submitted online only) Financial Proposal

To

The Registrar,

Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44, Gurugram (Haryana).

Sub: Financial Bid /proposal for “ ”

Dear Sir,

We are pleased to quote/submit our financial proposal for the

“ ”.

I/We organization here with enclose the Financial Proposal for selection of my/our firm for that tender. For EOI, our Financial Proposal submitted in BOQ on online procurement portal.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 180 days from the last date notified for submission of the proposal.

NOTE: Financial Proposal must be submitted online in BOQ format only. If financial bid submitted manually than bid shall not be accepted in any circumstances.

Signature:

Name:

Business Address:

Affix Rubber Stamp:

Place:.....

Date:

Affidavit regarding Authenticity and correctness of information/documents

||SPECIMEN AFFIDAVIT||

(On Non Judicial Stamp of Rs. 100/-)

To

The Registrar,

Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44, Gurugram (Haryana).

In response to the Tender No. for

(Name of the Tender) dated for quoting against the Tender as an owner/Director/Proprietor of M/s

I/we who is/are (status in the firm/company) and competent for submissions of the affidavit on behalf of M/S

..... (Organization/Manufacturer/authorized dealer/distributors/agent) do hereby solemnly affirm an oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No.

We also agreed to buyer for Integrity Pact terms and conditions as applicable from time to time as per government rules.

I/we am/are fully responsible for the correctness of following self-certified Information/documents and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.

2. That:

1. The proof of online deposit of EMD and cost of EOI/bid document + E- service charges and other relevant documents provided are authentic.

2. Information regarding financial qualification and annual turnover is correct.
3. Information regarding various technical qualifications is correct.

Signature with Seal of the Deponent (Bidder)

I/we, above deponent do hereby certify that the facts mentioned in above are correct to the best of my knowledge and belief. Verified today (dated) at (place).

Signature with Seal of the Deponent (Bidder)

Note: Affidavit duly notarized in original shall submit in the Office of Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44, Gurugram (Haryana) on Technical Presentation day/date.

Affidavit regarding delisting/blacklisting, demobilization etc.

||SPECIMEN AFFIDAVIT||

(On Non Judicial Stamp of Rs. 100/-)

To

The Registrar,

Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44,
Gurugram (Haryana).

In response to the Tender No. for

(Name of the Tender) dated for quoting against the Tender as an
owner/Director/Proprietor of M/s

I/we who is/are (status in the firm/company) and competent for submissions of the
affidavit on behalf of M/S (Organization/Manufacturer/authorized dealer/
distributors/agent) do hereby solemnly affirm an oath and state that:

The firm/agency should not be black-listed/de-listed/debarred/ demobilized for poor or
unsatisfactory performance from any project by Govt. of India/Any other State
Govt./Haryana Govt. or its Departments/agencies etc.

Signature with Seal of the Deponent (Bidder)

I/we, above deponent do hereby certify that the facts mentioned in above are correct to
the best of my knowledge and belief. Verified today (dated) at (place).

Signature with Seal of the Deponent (Bidder)

Note: Affidavit duly notarized in original shall submit in the Office of Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44, Gurugram (Haryana) on Technical Presentation day/date.

ANNEXURE – XI

(AN AGREEMENT BETWEEN SHRI VISHWAKARMA SKILL UNIVERSITY AND THE SUPPLIER) *

Shri Vishwakarma Skill University (SVSU), Enacted under Government of Haryana Act No.25 of 2016 having its transit office at Plot No-147, Sector-44, Gurugram, Haryana represented through its authorized signatory (Name of Registrar), Registrar (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as SVSU or Owner or the First Party.

And

Firm Name..... having its office at, through its authorized signatory (Name & Post), (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as execution Manufacturers/Authorized Dealers/ Distributors/Agent or the Second Party.

Whereas SVSU has invitedTender No. for (Name of the Tender) dated and M/s (Firm Name) submitted its proposal in this regard. SVSU after considering its negotiation offer has decided to engage (Firm Name) as executing agencyfor Tender No. for (Name of the Tender) dated

Firm Name... (execution Agency) is hereby agreed to take

the Tender No. for (Name of the Tender) at the quoted negotiation rates, terms and conditions contained the TENDER, Work Order/Purchase Order and duly communications of the above said work.

Now, therefore, in consideration of the mutual covenants herein contained, it is hereby agreed between the parties as follows: -

The agreement shall come into force immediately and shall remain valid until the final completion of the job or cancelled by the Bidder (The Registrar, Shri Vishwakarma Skill University, Haryana) as per the time schedule described in the tender document.

All the terms and conditions and Technical specifications contained in the Tender No.

..... for (Name of the Tender) dated

..... shall be the part of this agreement.

Firm Name..... (execution Agency) hereby declare that I shall remain bound and abide by the rates, terms and conditions and technical specifications of the aforesaid as well as TENDER, Work Order/Purchase Order and due communications of the above said work.

In Witness Whereof, the parties here to have caused this agreement to be signed in their respective names as of this day and year first above written.

Signed by

Buyer: SVSU, Gurugram

Bidder:

Signature with seal

Signature with seal

Date & Place

Date & Place

In presence of (Witnesses)

1.

2.

***Note-This Contract is to be Signed on Rs. 100/- Non Judicial Stamp paper within 15 days after receiving purchase Order/Work Order from buyer.**

(Please put the initials at each page)

SHRI VISHWAKARMA SKILL UNIVERSITY

Dudhola, Palwal.

FORMAT FOR ARRANGEMENT BY THE AGENCY

FOR VVIP, VIP and Guests etc. for gathering 850 nos. of 1ST Convocation Day.

Sl. No. (1)	Particulars/ Description (2)	Approx. Area (3)	Make (4)	Days (5)	Qty./ Area. (6)	Rates (Rs.) to be quoted as per column no-6.	Amount
1.	AC Water proof aluminum Hanger with neat and clean cloth massing on top & side wall and Hanger Structure installation for attendees including stage with chairs, crockery, VVIP crockery, 2000 drinking water bottles, Bunting of flags, Marquee etc.	VVIP Lounge Area 4000 Sq. Ft. Including Hi-Tea Arrangement, VVIP crockery & 02 Dressing Rooms.		1	Per Sq. Ft.		
		Main Event Area 18000 Sq. Ft. including neat and clean cloth massing on top & side in all necessary arrangements.		1	Per Sq. Ft.		
		Main Stage -1 no. Area 52X 25X 04 Sq. ft. with new carpets, Tables, VVIPs Chairs with covers 20 nos., Wooden Podium 2 nos. with complete all arrangements.		1	Per Sq. Ft.		

		Side Stage- 1nos. Area 20X 20X 04 Sq. ft. with new carpets, Tables, VVIPs Chairs with covers and with complete all arrangements.		1	Per Sq. Ft.		
		Ma Saraswati Murti (Minimum 3 feet Height) with complete all arrangements.		1	Per No		
		Inaugural Lamp with complete all arrangements.		1	Per No		
2.	Supply and installation One time use Carpet with Plastic for VVIP Lounge and Main event area with Media protocol related seating	22000 Sq. Ft.		1	Per Sq. Ft.		
3.	Carpets for Passage	10000 Sq. Ft.		1	Per Sq. Ft.		
4.	Supply and installation Green Net Matting for the Passage	8000 Sq. Ft.		1	Per Sq. Ft.		

5.	Supply and installation temporary chemical structure like toilets etc.	08 nos. (2 VVIP & 6 Normal)		1	Per No.		
6.	Supply and installation of Metallic Barricading including all fittings with minimum height of 4 ft.	1000 Running ft.		1	Per Running Ft.		
7.	Supply and installation Glass Top Head Tables	15 Nos.		1	Per No.		
8.	Supply and installation Glass Top Centre Tables	15 Nos.		1	Per No.		
9.	Supply and installation Tent Tables with cloths and massing on Top for food arrangement	20 Nos.		1	Per No.		
10.	Supply and installation Glass Top Round Table	20 Nos.		1	Per No.		
11.		For VVIP: 40 Nos.		1	Per No.		

	Supply and installation Sofa sets	For Staff & Guest: 70 Nos having capacity of 2 persons		1	Per No.		
12.	Supply and installation of Chairs with Cover	200 Nos		1	Per No.		
13.	Light with complete arrangement (including all fittings, Electrical connections).	Inside the Hanger, 65 nos		1	Per No.		
		Outside Hanger, 20 nos		1	Per No.		
		Pole Light for Street, 45 nos.		1	Per No.		
		Pole Light For open area, 15 nos.		1	Per No.		
		Halogen Light, 10 nos.		1	Per No.		
		LED Focus Spot Light, 10 nos.		1	Per No.		
14.	sound arrangement inside the main event & VVIPs Lounge including all fittings, Electrical connections.	JBL/VRX/Bose		1	Complete Arrangement		
15.	View Cutter including all fittings and height as per requirement	100 Running Meter		1	Per Running Mtr.		
16.				1	Fan Per No.		

	Fans, Gen sets :- 125 KVA, Electricals works in all respect as per Electrical Guidance.	As per the requirement/ arrangement		1	Per KVA		
17.	Flower Arrangement 1. Event Area: Main Gate, Head Table, Centre Table, Podium, Front Area & stage, VVIP Lounge. 2. CSA Building: Main Gate, Conference Room & VC Office 3. Food Court/ Tent Shamiyana. 4. For Honorarium: Rose Bouquets for VVIP (20 Nos.) & Single Rose Bouquets (20 Nos.)	As per the requirement/ arrangement		1	Complete Arrangement		

18.	CCTV: VVIP Lounge, Event Entry, Stage, Guest Entry, VVIP Entry etc. as per security Guidance including all fittings, Electrical connections and recording duration from CCTV installation to one hour after the program ending. (30 Nos)	As per the requirement/ complete arrangement		1	CCTV Per No.		
19.	LED Screens 8 X 6 Sq. Ft including all fittings, Electrical connections: 06 Nos.	As per the requirement/ arrangement		1	LED Per No.		
20.	Plasma screen/TV 40 inch for main stage: 02 Nos.	As per the requirement/ arrangement		1	Plasma Per No.		
21.	Backdrop in Star Flex on Stage including all fittings	As per the requirement/ arrangement		1	Per Sq. Ft.		

22.	Food Court (Food and Snacks) Arrangement	Refreshment: Special Tea, Coffee, Chhole Puri, Chhole Bature, Dhokla for 200 No. of Staff and Students on previous day of the event (September 16, 2021).		1	Per Person		
		Lunch: 200 No. of veg thali (4 Tava Roti, Rice, Daal, seasonal sabji, Chhach, pickle) on previous day of the event (September 16, 2021).		1	Per Person		
		Refreshment: - 200 No. of Special Tea, Coffee, Achari Paneer/Veg kabab, Raaj Bog/ Chhena Murki/Similar/Khoya Barfi, Dry Fruits on event date in morning (September 16, 2021).		1	Per Person		
		Breakfast: 200 No. of veg thali (4 Tava Roti, Rice, Daal, seasonal sabji, Chhach, pickle) on previous day of the event (September 17, 2021).		1	Per Person		

		Lunch: 2 no sabzi (one paneer, one seasonal), Tava roti/Misi Roti/Naan, Hardabadi Biryani, Raita, Salad pickle, Saahi Tukda/Similar for 200 No. of Staff and Students on previous day of the event (September 17, 2021).		1	Per Person		
		Hi-Tea: - Special Tea, Coffee, Soup, Fresh Fruit salad(apple, kiwi and seasonal, small Samosa, Veg kabab, French fries.		1	Per Person		
23.	Tent Shamiyana 2 nos. sizes (2500+2500) including one time used carpets Coverage for food court and food Distribution arrangement including all fittings, Lighting, fan and all required Electrical connections.	5000 Sq. Ft.		1	Per Sq. Ft.		

24.	Manager, Housekeeping and Safety/ Security Manpower's	As per the requirement/ arrangement		1	Complete Arrangement		
25.	Fire Fighting arrangements along with manpower including all fittings	As per the requirement/ arrangement		1	Complete Arrangement		
26.	Signages including all fittings.	Welcome Panel leading to the Venue (12 X 7 Sq. ft.): 02 Nos.		1	Per No.		
		Welcome Panel at Venue (12 X 7 Sq. ft.): 02 Nos.		1	Per No.		
		Welcome Panel at CSA (12 X 7 Sq. ft.): 02 Nos.		1	Per No.		
		CSA signage (8 X 6 Sq. ft.): 02 No.		1	Per No.		
		Parking Signage (Back to Back): 04 Nos.		1	Per No.		
		Seating Arrangement Boards: 12 Nos.		1	Per No.		
		3 'D'Digital Podium Branding: 02 Nos.		1	Per No.		
		Direction/Indication Panel: 20 Nos. Approx.		1	Per No.		
		Branding from Hanger outside area: - 3000 sq. ft.		1	Per Sq. ft.		

		Back Side banner as per Convocation team requirement		1	Per Sq. ft.		
		Entry Gate of the Hanger for special Invitees: 01 No.		1	Per No.		
27.	Walky talky radio sets	As per the requirement of Management of bidder and 11 Nos. for SVSU Staff		1	Complete Arrangement		
28.	1. Arrangement/Setup of Audio Video System with display to play Music/Video during the event. 2. All necessary arrangement/setup for live streaming of the event on digital platforms (i.e. Internet connection, camera/video setup, any required software etc.)	As per the requirement/arrangement		1	Complete Arrangement		
29.	Supply and installation Plants with Flower Pot	As per the requirement/arrangement: 300 nos.		1	Per No.		

Note: -

1. Quantities mentioned in the schedule are tentative only it may be increased or decreased but Payment will be made on actual measurement basis.
2. Extra item with rates shall be executed without approval of Competent Authority/ Infrastructure Committee of SVSU.
3. Rates quoted in Rupees in the financial bid is to be all inclusive taxes and other expenses. The payment shall be made on receipt of the invoice from the Agency after satisfactory completion of work.
4. Payment will be made within 45 days after submission of valid invoice by the bidder as per executed work. The payment will be made by the SVSU through RTGS or Account Payable cheque. No mobilization advance shall be given to Agency.

I certify that I am an authorized signatory of Agency and am, Therefore, competent to submit the details towards this EOI.

Signature of Authorized Signatory with Official Seal

**Sd/-
Registrar, SVSU**