



SHRI VISHWAKARAMA SKILL UNIVERSITY

(Enacted Under Government of Haryana Act No 25 of 2016)

Transit Office: Plot No.147 Sector-44 Gurugram, Main Campus-Dudhola

NOTICE FOR EXPRESSION OF INTEREST

**NOTICE INVITING OPEN TENDER FROM REPUTED ORGANISATIONS FOR
EVENT MANAGEMENT OF ANNUAL DAY FUNCTION OF SHRI VISHWAKARMA
SKILL UNIVERSITY**

Venue at: -

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

Event proposed date: - 23rd Feb'2023

Ref. No. SVSU/2023/GB/001

Dated 09-02-2023

Important Information Sheet in respect of Event

Event	Particulars
Tender NO	SVSU/2023/GB/001
Name of Work	NOTICE INVITING OPEN TENDER FROM REPUTED ORGANISATIONS FOR EVENT MANAGEMENT OF ANNUAL DAY FUNCTION OF SHRI VISHWAKARMA SKILL UNIVERSITY
Date of publication of Expression of Interest	09-02-2022 at 14:00 Hrs.
Start of Submission of bid	09-02-2022 at 14:00 Hrs.
Last date and time for Bid submission	16-02-2022 at 14:00 Hrs.
Date & Time of Opening of Technical Bids.	17-02-2022 at 11:00 Hrs.
Date & Time for presentation by the Vendors	Shall be intimated.
Date of Pre-Bid Meeting	13-02-2022 at 14:00 Hrs.
Date for opening of Financial Bids	Shall 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.
Processing Fee	Rs.1000 + 18% GST = 1180/-
Tender Fee:	Rs.500 + 18% GST = 590/-
(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” 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) For remaining bidders both from the Haryana and Non Haryana	Rs.500 + 18% GST = 590/-
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	02% of tender cost
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 Tender, if any, shall be published on e-procurement website**

<http://etendres.hry.nic.in> only.

The financial bid of prospective bidders shall be considered only if the technical bid is found qualified by the SVSU. The decision of SVSU shall 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 TENDER 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 TENDER/ available online and upload as per instruction therein. Physical submission of price bid shall not be considered.

Sd/-

Registrar, SVSU

DISCLAIMER: -

The information contained in this Tender document or subsequently provided to the bidders, whether verbally or in documentary or any other form by or on behalf of Shri Vishwakarma Skill University, Haryana is provided to bidder on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

Information provided in this TENDER to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Shri Vishwakarma Skill University, Haryana accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Shri Vishwakarma Skill University, Haryana also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance or any bidder upon the statements contained in this TENDER.

Shri Vishwakarma Skill University, Haryana may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TENDER.

The issue of this TENDER does not imply that Shri Vishwakarma Skill University, Haryana is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and Shri Vishwakarma Skill University, Haryana reserves the rights to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Shri Vishwakarma Skill University, Haryana or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses shall remain with the bidder and Shri Vishwakarma Skill University, Haryana shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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 shall have to be enrolled & registered with the Haryana government e-Procurement System through logging on to <https://etenders.hry.nic.in/>.
- **Digital Signature Certificate (DSC):** Each Bidder shall be 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. It shall be the only mode of collection of Tender Documents.

- **Submission of Tenders:** Tenders shall be submitted online on 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 uploaded should be virus scanned copy duly Digitally Signed. The documents shall get encrypted (transformed into non-readable formats).
- Bidders are advised 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 TENDER 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 are 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 are 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 shall submit a non-refundable tender fee online. The Technical Bid without Tender fee, e-service charge and EMD would be considered as UNRESPONSIVE and shall not be accepted.
- The tender fee and e-Service Fee shall 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 shall not be refunded to the bidder.
- The EMD of the unsuccessful Bidders shall be refunded online. In case of successful Bidder, EMD shall be returned after the submission of Performance Bank Guarantee.
- No Proposal shall be accepted without valid TENDER cost.
- The Authorized Representative shall upload the scanned copy of the Authority Letter for use of Digital Signature for submitting the tender on e-portal on behalf of the Bidder.
- The Authorized Representative 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 shall be forfeited. The EMD shall also be forfeited, if wrong information is furnished or any vital information is concealed in the tender document. Apart from it, suitable Legal action may also be taken against the Bidder, as may be considered necessary by 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 TENDER 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 Annual Day at University Campus site at Vill. Dudhola, Palwal, Haryana.

2. Scope of Works:

2.1 Brief Scope of work:

The participating agency has to organize an event for 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 Governor with minimum gathering shall be 1000 guests. The particular of items to be executed at site as under: -

- a. Carpet
- b. Stage, Lounge for VVIPs with protocol related seating
- c. Maa Saraswati Murti
- d. Inaugural Lamp
- e. Seating for Media and other attendees
- f. Related temporary chemical structure like toilets etc.
- g. Centre Tables, Head Tables, Sofa sets, Chairs etc. with proper necessary items
- h. Light and sound arrangement
- i. Gen sets, Electricals works in all respect.
- j. Flower Arrangement
- k. Plants with Flower Pot
- l. Security and House Keeping arrangements.
- m. Executive waiters for VVIP/VIP
- n. Signages
- o. Hi Tea, Water and Snacks refreshment arrangements for VVIPs & VIPs, Guests, Students and Staffs.

- p. Audio Visual equipment's, Live facilities, Wifi etc. as per requirement.
- q. Any other arrangements fit for this kind of function.

- **Brief Description of Requirement: -**

- (i) 1000 Gathering including stage with chairs, VVIP crockery, 2000 drinking water bottles, Carpets, Head Tables, Centre Table, Sofa sets, Chairs, Flowers, Lights & Sounds, Bunting, Flex side wings, Plants with Flower Pot, Chemical Toilets etc. as per site requirement. (Elaborated description shall be as per schedule)

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

- Hi-Tea:** - Special Tea-Masala/Green/Jasmime, Coffee-Filter coffee/Black coffee, Fresh Fruit salad (apple, kiwi and seasonal), Masala Idly with chutney, Paneer Kathi rolls, Hare bhara Kebab, Coleslaw Sandwich, Fruit Cream/Fresh Fruit tart for 50 persons and as per requirement received from the Hon'ble Governor office.

- Sancks Box-** 950pax- Samosa, Veg Sandwich, Juice Tetra Pack, Boondi Ladoo

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

Technical Eligibility Criteria for the Agencies:

- The bidder shall be an exclusively registered Event management Agency/company or similar (Pvt Ltd., or Ltd., company/public Ltd/ partnership firm/ Proprietorship firm/LLP) & shall **not have less than five years of experience** in events of similar nature. No consortium/ Joint Venture shall be allowed.
- The Bidder shall 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 shall be submitted with the technical bid.
- The agency must have managed at least 2 such events costing not less than @ Rs.7 Lacs for at least 3 years in last 5 consecutive years.

TERMS & CONDITIONS

1. The agency must have registered own GST, PAN, ESI/EPF Certificate etc. All taxes shall be deducted from the running and final bills of the agency as per latest taxes/ rules.
2. The agency shall have to submit the proposed event diagram/sketch as per the site condition and protocol at the time of submission of technical bid.
3. The agency shall have submit it's balance sheet and Profit loss account for last three financial years with Assessment. The bid shall 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. The bidder shall submit the audited statement and Financial Assessment Copy/Income Tax Return copy showing their net balance/Profit for last three financial years.
5. Both Technical and Financial documents shall be signed by the authorized signatory of the organization/ agency.
6. The bid shall be submitted under two bid system.
7. The technical bid shall contain the all detailed description of the event. All the documents mentioned above shall also be attached in the technical bid.
8. The financial bid of only those bidders shall be opened who have qualified in the technical bid, found satisfactory by the bid accessing committee of SVSU.
9. Selected party shall be required to execute an agreement containing detailed terms & conditions with SVSU, in accordance with the provisions of the law applicable.
10. The agency shall not be entitled for any payment on whole of work done till it signs the agreement and submit the security deposit.
11. The agency shall have to make provision for the manpower, labour, electricity & water on its own at site to execute of all items of works. If any leveling work to be required at site, the same shall be executed by agency.
12. The security arrangement of each and every items supply by the agency shall be born by successful bidder at own cost in all respect.
13. The selected agency shall have to provide the timeline for completion of the work as set by the SVSU.
14. 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 shall be final and binding and the party shall not be entitled to any compensation whatsoever for no issue of tender.
15. The decision of the SVSU shall be final in case of any dispute arising in the implementation of the terms of the contract.

16. All the material supply by the successful bidder shall be preferable ISI/FSSAI mark or best branded quality.
17. No payment shall be made to the agency for any damage/loss caused due to rains, floods fire or any Act of God during the execution of work
18. The total time allowed for the completion of the work, from the date of issue of work order written to commence the work is 2 days
19. In case negotiation shall be required/ desired by the tendering committee /competent authority of SVSU, the same shall be done as per the instruction issued in Haryana Govt. Order No-2/2/2010-4-IB-II dated: -16.06.2014 and G.O. 2/2/2016/2/2010-4-IB-II dated:20/10/2016
20. 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.
21. SVSU shall not be bound to accept the TENDER and shall not be required to give any reason for rejecting this TENDER. SVSU reserves the to reject the TENDER at any stage without giving any reason.
22. 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".
23. The Telegraph and Conditional tenders bid shall not be accepted. The Bank Charges, if any, shall be to the account of the agency. Applications without Tender Fee and EMD shall be summarily rejected.
24. Any agency whose bid is not found as per TENDER requirements shall be liable for rejection without assigning any reason.
25. The agencies are strictly advised to follow date, time and corrigendum as indicated in the TENDER/ NIT/ website. The date and time shall be binding on all bidders. All the corrigendumif required shall be uploaded one procurement portal and SVSU website.
26. On completion of work contractor shall remove all temporary structures, debris from the site and shall hand over clearly leveled area to the SVSU.

Performance Security:

The agency shall 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 shall be refunded after successful completion of the work and Payment of the actual works executed at site.

The EMD of the successful bidder shall be returned after the submission of Security Deposit and EMDs of the unsuccessful bidders shall 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 if shall 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 fail to execute the event in time as per the terms and conditions stipulated therein, it shall 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. 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.

Risk Purchase Clause:

In the event of failure of supply of the items/equipment's within stipulated time period, the University shall have all the rights to purchase the same from other sources on the total risk of the supplier under risk purchase clause.

Prices: -

The price should be quoted in net per unit (after breakup) and must include all packing, freight, insurances charges, loading, unloading, delivery charges, Exise/Custom duty, Installation, Commissioning, demonstration etc. any be quantified in terms of amount. The offer/Bid should be exclusive of GST, which shall be apid by the University as applicable. However, the percent of GSt shall be clearly indicated. Charges not mentioned in quotation/tender shall not be paid.

Resolution of Disputes: The dispute resolution mechanism shall be as follows:

- (i) Firsly, all disputes and differences of any kind whatsoever arising between the parties (University and Bidder) out of or in connection with the contract/Bid shall in the first instance 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 side and every effort shall be ade for reaching amicable settlement of disputes or difference.
- (ii) It any dispute remains unsolved, the same shall be referred to Vice-Chancellor, SVSU and he shall have the full authority to appoint any person/authority as a sole Arbitrator. The ward of the Arbitrator so appointed shall be final, conclusive ad binding on all the parties to this order.
- (iii) The language of Arbitration shall be English and place of Arbitration shall be Gurugram/Palwal.

Jurisdiction of Court:

Competent court of Gurugram/Palwal shall have the jurisdiction for any legal matter.

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 shall 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 all pages of the proposal have been signed with seal of firm by bidder/authorized signatory?		
2.	Have submitted the Scanned copy (PDF format) of the technical and eligibility proposals on e-Procurement Portal?		
3.	Have submitted the Company Registration & associated Documents on e-Procurement Portal? Annexure-II		
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 submitted the authority letter for signing the proposal on behalf bidder on e-Procurement Portal?		
7.	Have submitted the authority letter for use of digital signature on e-Procurement Portal?		
8.	Have submitted the Organization Declaration Sheet as per Annexure - III		
9.	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-IV. 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.		
10.	Have submitted the Details of Electronic Fund Transfer/RTGS Transfer (Annexure VII)		
11.	Financial Proposal Document (Annexure-VIII)		

12.	Have submitted the Affidavit regarding Authenticity and correctness of information/documents as per Annexure - IX		
13.	Have submitted the Affidavit regarding delisting/blacklisting, demobilization etc. as per Annexure - X		
14.	Whether the TENDER document has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?		
15.	Whether the TENDER corrigendum (if any) has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?		
16.	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.		
17.	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 shall be entertained.		
18.	Have submitted the financial bid as per BOQ.		

(Signature with Seal of the Bidder)

Name:

Designation:

Organization Name:

Contact No.:

ANNEXURE-II

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 REGESTERED ORGANISATION FOR
MANAGEMENT OF EVENT ANNUAL DAY

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 GazeteedOfficer.	
vii) Last Three-year balance sheet and Profit loss account withassessment.	
viii) List of items to be utilized at the event in all respect.	
ix) Proposed event diagram/sketch at site condition if required	
x) Tender document with corrigendum if any duly signed by authorized person with stamp	
xi) 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 terms 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 TENDER. We further certify that our organization meets all the conditions of eligibility criteria laid down in this TENDER document.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to hold 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.:

<< Organization Letter Head >>

ANNEXURE - IV

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 Person

Contact 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.:

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

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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 shall not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

<< Organization Letter Head >>

ANNEXURE - VII

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.

<< 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 TENDER, 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:

||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 University 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:
 - i) The proof of online deposit of EMD and cost of TENDER/bid document + E-service charges and other relevant documents provided are authentic.

- ii) Information regarding financial qualification and annual turnover is correct.
- iii) Information regarding various technical qualifications is correct.

Verification

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 Registrar 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 has not been black-listed/de-listed/debarred/ demobilized for poor or
unsatisfactory performance for any project by Govt. of India/Any other State
Govt./Haryana Govt. or its Departments/agencies etc.

Verification

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.

(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 thereof, be deemed to mean include its successors and assignors) 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 thereof, be deemed to mean includes its successors and assignors) here in after referred to as execution Manufacturers/Authorized Dealers/Distributors/Agent or the Second Party.

Whereas SVSU has invited Tender 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 agency for 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 University (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/We 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

Registrar SVSU

Address: Plot No.147

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)

Schedule

SHRI VISHWAKARMA SKILL UNIVERSITY

Dudhola, Palwal.

FORMAT FOR ARRANGEMENT BY THE AGENCY

FOR VVIP, VIP and Guests etc. for gathering 1000 nos. of Annual Day.

Sl. No. (1)	Particulars/ Description (2)	Approx. Area (3)	Qty (4)	Qty./ Area. (5)	Rates (Rs.) to be quoted as per column no. 4	Total Amount
1.	Venue Setup -Stage with chairs, 1000 chairs, Sofas, VVIP crockery for 50 persons 2,000 drinking water bottles, Bunting of flags, Marquee etc.	VVIP Lounge Including Hi-Tea Arrangement, VVIP crockery for 50 persons	1	Per Sq. Ft.		
		Main Stage -1 no. Area 52X 25X 04 Sq. ft. with new carpets, Tables, VVIPs Chairs with covers 10 nos., Wooden Podium 2 nos. 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 for VVIP Lounge and Main event area with Media protocol related seating 49 VIP Chairs and 2 VVIP Chair for Govenor along with long dining tables	49 Nos. VIP Chairs 2 Nos.VVIP Chair for Governor 1 Nos. long dining table	1	Per unit		
3.	Carpets for Passage	5000 Sq.Ft	1	Per Sq. Ft.		
4.	Supply and installation temporary chemical structure like toilets etc.	02 nos. (2 VVIP)	1	Per No.		
5.	Supply and installation Glass Top Head/Center Tables	20 Nos.	1	Per No.		

6.	Supply and installation Tent Tables with cloths and massing on Top for food arrangement	20 Nos.	1	Per No.		
7.	Supply and installation Sofa sets	For VVIP: 20 Nos.	1	Per No.		
		For Staff & Guest: 40 Nos having capacity of 2 persons	1	Per No.		
8.	Supply and installation of Chairs with Cover	1000 Nos	1	Per No.		
9.	sound arrangement inside the main event including all fittings, Electrical connections and other for setup of requirement 2 Podium and 3 wireless Mic	JBL/VRX/Bose 2 Podium Mic 3 Wireless Mic	1	Complete Arrangement		

10.	View Cutter including all fittings and height as per requirement	100 Running Meter	1	Per Running Mtr.		
11.	Gen sets :- 125 KVA,Electricals works in all respect as per Electrical Guidance.	1 No.	1	Per KVA		
12.	Flower Arrangement 1. Event Area: Main Gate, Head Table, Centre Table, Podium, Front Area & stage, VVIP Lounge. 2. For Honorarium: Rose Bouquets for VVIP (5 Nos.)	1 No each 5 No. Rose Bouquet	1	Complete Arrangement		
13.	LED Screens 8 X 6 Sq. Ft including all fittings, Electrical connections: 02 Nos.	2 Nos	1	LED Per No.		
14.	Plasma screen/TV 40 inch for main stage: 02 Nos.	2 Nos	1	Plasma Per No.		
15.	Backdrop in Star Flex on Stage including all fittings and printing	1 No.	1	Per Sq. Ft.		

16.	Other misll. Printing- Small Hoarding standard size with installation	2 x 1.5-10 Nos 3 x 2-5 Nos	1	Per sq.ft		
17.		Hi-Tea: - Special Tea- Masala/Green/Jasmime, Coffee-Filter coffee/Black coffee,Fresh Fruit salad (apple, kiwi and seasonal), Masala Idly with chutney, Paneer Kathi rolls, Hare bhara Kebab, Coleslaw Sandwich, Fruit Cream/Fresh Fruit tart and as per requirement received from the Hon'ble Governor office. Sancks Box -Samosa, Veg Sandwich, Juice Tetra Pack, Boondi Ladoo	1	Per Person		
18.	1. Arrangement/Setu p of Audio Video Systemwith display to play Music/Video during theevent. 2. All necessary arrangement/setup for live streaming of the event on digital platforms (i.e. Internet connection 20 mbps, camera/	1 No.	1	Complete Arrangement		

	video setup,laptop any required software etc.)or any other service required for the arrangement					
19	Supply and installationPlants with Flower Pot	20 nos.	1	Per No.		

Note: -

- a. Quantities mentioned in the schedule are tentative only it may be increased or decreased but Payment shall be made on actual measurementbasis.
- b. Extra item with rates shall be executed without approval of Competent Authority/ Infrastructure Committee of SVSU.
- c. 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 invoicefrom the Agency after satisfactory completion of work.
- d. Payment shall be made within 45 days after submission of valid invoice by the bidder as per executed work. The payment shall be made by theSVSU 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 TENDER.

Signature of Authorized Signatory with Official Seal

**Sd/-
Registrar, SVSU**