



CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

Jant-Pali, Mahendergarh-123029

CUH/2019/E&GA/

Dated: 11.01.2019

Tender Notice

Subject: Tenders for providing

- (1) “Water Proof and Fire Proof Tent, Sound, Lighting and Allied Services” for Foundation Day, Annual Day, Convocation and National Science Day, 2019 to be organized from 25.02.2019 to 28.02.2019.**
- (2) “Catering Services” for Foundation Day, Annual Day, Convocation and National Science Day, 2019 to be organized from 25.02.2019 to 28.02.2019.**

The above mentioned two sealed tenders under two-bid system are invited at Central University of Haryana, Mahendergarh. The separate tenders complete in all respects must be submitted in Estate and General Administration Section, Central University of Haryana, Mahendergarh, latest by 01.02.2019 upto 2.30 p.m. For further details and terms/conditions of tender document, please visit the University Website : www.cuh.ac.in. The Corrigendum, if any, will be displayed on University Website only.

Registrar

Copy to:-

1. PRO for publication in two newspapers (one Hindi and one English).
2. System Analyst to upload the tender document on the University website.
3. AR, VC Secretariat, for information of Hon'ble Vice Chancellor.
4. PS to the Registrar, for information of the Registrar.

Central University of Haryana, Mahendergarh

Detailed Notice Inviting Tender (DNIT)

(A) Central University of Haryana, Mahendergarh invites sealed tenders for providing “Waterproof & Fireproof Tent, Sound, Lighting & Allied Services” for “Foundation Day, Annual Function, Convocation and National Science Day, 2019” to be organized from 25.02.2019 to 28.02.2019 at Central University of Haryana, Mahendergarh, as per the details given below:-

1	Last Date and Time for receipt of Bids	01.02.2019 upto 2.30 p.m. in Estate & General Administration Section (Room No. 200, IInd Floor, Academic Block 3, CUH, Mahendergarh.
2	Time & Date of opening	01.02.2019 at 3.00 p.m. in the Conference Hall at First Floor, Academic Block 3, CUH, Mahendergarh.
3	E.M.D (by DD in favour of Central University of Haryana, Mahendergarh)	Rs. 50,000/- (Refundable)

(B) Pre-Qualification Conditions and Eligibility Criteria:-

(Please attach necessary supporting documents for all, in bid envelope)

1. Should have atleast minimum 3 works experience of similar nature of work for providing tent services in the University or Govt. Organization.
2. Should possess all statutory requirements as applicable, such as:-
 - (a) Labour License No.
 - (b) GST No.
 - (c) Shop and Establishment registration certificate and
 - (d) PAN card and other statutory requirements with appropriate license from competent authority.

(C) Tender Document may be downloaded from our website and while submission of tender document, a DD of Rs. One Thousand + GST as applicable in favour of “Central University of Haryana”, payable at Mahendergarh needs to be submitted as non-refundable tender fee. The tender without requisite fee will be rejected.

(D) Firm/ Agency agreeing to the terms & conditions and satisfying the eligibility criteria may submit their tender in the Estate & General Administration Section, Central University of Haryana, Mahendergarh by giving the requisite documents and information along with their offer.

(E) All pages of Tender should be signed by the authorized signatory of the company/firm.

(F) Tenders shall be opened in the presence of indenting tenderers/their representatives, if any, present at the time of opening of the bid.

(G) Even if the minimum three tenders are not received, the University may award the work to the available Tenderer subject to satisfying all the required eligibility conditions, since the dates of functions have already been fixed.

(H) Central University of Haryana, reserves the right to accept/reject/split/cancel the Tender in full or part, without assigning any reason, incurring no liability, whatsoever.

(I) In case of any dispute, decision of the Registrar, Central University of Haryana, will be final and binding on all the parties.

(J) It shall be deemed that the Bidders have undertaken a visit to Central University of Haryana, and are fully aware about the nature and scope of work prior to the submission of the tender document.

(K) Amendments/overwritings should be avoided and if any, should be clearly mentioned in words and duly signed.

(L) No conditional tender will be accepted.

Profile of Firm/Agency

1	Name of the Firm/Agency	
2	Status of the Firm/Agency (with supporting documents)	Proprietary/Partnership/Limited/Joint Venture (specify)
3	Postal Address	
4	Telephone Nos.	
5	Email and Website	
6	Year of Establishment	
7	Activities/Services offered	
8	PAN No.	
9	Registration No. & GST No.	
10.	Labour Licence No.	
11	Particulars of Head of Organization and Directors. Partners of Organization with Names, PAN Nos., Complete address, phone Nos. etc.	
12	Other information, if any	

Date:

Place:

Signature of Authorized Signatory and Seal

Main Terms, Conditions & Important Instructions:

1. The work shall be executed as per work order and instructions given by the University from time to time.
2. The selected firm shall handover the complete foolproof work well in advance i.e. atleast 48 hours before the start of the event.
3. Dismantling shall start immediately after completion of event and is to be completed at the earliest.
4. Transportation of all items to site and back from site is total responsibility of the firm.
5. All material should be new, of standard quality and decent. The fabric to be used will be approved by the University and it should be of white colour only.
6. All items (Sofa, Chairs/Carpet/tables etc.) should be in good condition & will be cleaned by agency's staff after installing at appropriate places.
7. Quantities, requirements and specifications given are approximate only and may vary as per site, conditions/requirements and few items may be deleted/added/modified, if necessary, for the smooth conduct of particular event.
8. Payment will be made as per actual hired quantities put in use.
9. Rate must be quoted on unit basis (including transportation, labour, installation etc.) in the price schedule only including all Taxes (if any).
10. The agencies may visit and inspect proposed site, understand the work and shall agree to all the terms and conditions of Central University of Haryana.
11. All wirings have to be provided by the firm from the source to be specified by Central University of Haryana and all the safety parameters must be followed. Proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire. In case of any damage occurs due to the mistake of supplier, the same will be compensated to the University/victim.
12. For any emergent situation, the contractor will have to provide solution related to his work.

13. All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill.

14. As these functions are very important to the University, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard may inspect the material to be used before award of work, if required.

15. All works related to the functions should compulsorily be completed, two days before commencement of events, so that any modification/alteration can be made well in time as per the requirement.

16. Rates will be compared on the basis of grand total and not on the basis of individual items.

17. All works related to this tender should be completed to entire satisfaction of Central University of Haryana, failing which Central University of Haryana, will have the right to cancel the work order, forfeit the earnest money and further, no payment will be made in that case.

18. All precautionary safety measures should be adopted by the agency in erecting hangers, tents, fixing lights, etc. The University shall not be responsible for any mis-happening and loss caused due to the agency's negligence.

19. The representatives of the firm should be available on telephone/ mobile phone to enable this University to ensure proper coordination. Telephone as well as mobile nos. shall be provided to Central University of Haryana at the time of allotment/commencement of the work.

20. The Vendors may include other items, which have not been listed in the scope of work, in the end of the list. The bidder is therefore advised to see the venue and ascertain the requirements before submitting the bid.

21. Tenders received without E.M.D or incomplete Tenders would be rejected.

22. No Advance Payment will be made.

23. Final payment of the agency will be released after successful completion of event and after deducting all Govt. taxes.

Schedule of General Items for Foundation Day, Annual Function, Convocation Function and National Science Day, 2019 at Central University of Haryana, Mahendergarh.

(Schedule A)

Sr. No	Item Description	Approximate Quantity	Unit	Required for	Rate (In Rs)	Amount (In Rs)
1	Providing 3 Line VIP Sofa 2 seater with white cover	60 No.	No.	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
2	Providing Sitting chair with white cover	1000 Nos	No.	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
3	Providing Center Table with Cover	20 No.	No.	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
4	Providing Table as per requirement, complete with cover.	130 No.	No.	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
5	a. Providing and laying of Kitchen tent with waterproof top side cover and side Canat.	30'x30'=900 Sq.ft	Sq.ft	25.02.2019 26.02.2019 27.02.2019		
	b. Providing and laying tent along-with multiple steps arrangement for photo session arrangement (24x24)	24'x24'=576 Sq.ft	Sq.ft	25.02.2019 26.02.2019 27.02.2019		
6	Providing and laying of Red Carpet in passage (of 5'x30' size)	30 No.	No.	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
7	Providing and laying of Buffet Tent Pandal with Pipe Pandal	90'x90'=8100 Sq.ft	Sq.ft	25.02.2019 26.02.2019 27.02.2019		
8 (a)	Providing and laying of Aluminium hanging with water proof and fire proof pandal with D Circle (100'x135') and green carpet in full pandal	13500 Sq.ft	Sq.ft	25.02.2019 26.02.2019 27.02.2019 28.02.2019		

8 (b)	Green Room (10Ftx10Ft)	02	Sq.ft.	25.02.2019 26.02.2019		
9	Providing and laying of Procession passage with red carpet & cover with pipe pandal	15'x150'=2250 Sq.ft	Sq.ft	25.02.2019 26.02.2019 27.02.2019		
10	Providing and fixing of Mikes including Cordless, Collar, floor, handing & good quality sound systems including PA system with speakers and all accessories for Pandal, Stage & Auditorium.	1 No.	No.	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
11	Providing and laying of Light for stage and pandal with sufficient illumination for proper arrangement of Cultural fest/musical night.	N/A	N/A	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
12	Providing Bouquets and Decoration at Stage, Pandal, University Main Gates, Auditorium, Entrance of three Academic Blocks and VC Camp Office etc with good quality flower of multiple varieties. (As per requirement of the University)	A/A	N/A	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
13	Providing and laying of Procession Pandal of size 75'x60' with Green carpet	75'x60'=4500' Sq.ft	Sq.ft	27.02.2019 only		

14	Providing and laying of Stage 30'x40', complete stage arrangement, completely stepped along with Red colour carpet, & Table in front of chairs and stage should have ramp for differently abled persons and chairs for stage for Convocation Function.	1200 Sq.ft	Sq.ft	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
15	Providing Round Tables (Four seater) with chair and white cover	30 No	No	25.02.2019 26.02.2019 27.02.2019		
16	Providing Serving Tables with cover for food (Refreshment area)	30 No	No	27.02.2019 only		
17	Providing and laying of Drinking water Dispenser (Hot & Cold) with RO water filled Jar- 20 Ltr.	12 No	No	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
18	Providing Disposable Glass	2500 No	No	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
19	Providing and laying of Dust Bin (Min 55ltr.)	12 No	No	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
20	Providing and fixing of Welcome flex Banners at two Main Gates (size 10'x5')					
(a)	For Foundation Day and Annual Function	2 No	No	25.02.2019 26.02.2019		
(b)	For Convocation Function	2 No	No	27.02.2019		
(c)	For National Science Day	2 No	No	28.02.2019		

21	Providing and fixing of Printed Flex Banner (Backdrop) with stand at stage (Size 30'x14') with frame.					
(a)	For Foundation Day and Annual Function	1 No	No	25.02.2019 26.02.2019		
(b)	For Convocation Function	1 No	No	27.02.2019		
©	National Science Day	1 No.	No	28.02.2019		
22	Providing and fixing of Banner at Entrance of Pandal 20'x5'					
(a)	For Foundation Day and Annual Function	1 No	No	25.02.2019 26.02.2019		
(b)	For Convocation Function	1 Nos	Nos	27.02.2019		
(c)	For National Science Day	1 Nos	Nos	28.02.2019		
23	Providing Flower Pots with good quality flowers of multiple varieties.	120 No	No	25.02.2019 26.02.2019 27.02.2019		
24	Providing and fixing of Flags of size 1mtr x 1mtr to be provided on ¾"-1" dia pipe of 15feet length	300 No	No	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
25	Providing and Fixing of portable toilets.	04 No	No	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
26	Providing and fixing of mist fans including provision for electrical connections.	12 No	No	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
27	Providing and fixing of LED Screens of large size appropriate for venue area.	04 No	No	25.02.2019 26.02.2019 27.02.2019 28.02.2019		
28	Providing and fixing of CCTV system with 16 cameras with recording system.	01 No	No	25.02.2019 26.02.2019 27.02.2019 28.02.2019		

29 (a)	Providing and Fixing of 3'x6' printed flex banners with standee for display. (size 6x3) Ft (Design relevant to the event)	10 No	No	25.02.2019 26.02.2019 27.02.2019		
29(b)	Flexs (02 for Help Desk and 01 for Registration Desk (size 6x3) Ft (Design relevant to the event)	03 No.	No.	25.02.2019 26.02.2019 27.02.2019		
30	Other items					
	(a) Flag Card with stand	50 No.	No.	25.02.2019 26.02.2019		
	(b) Name Plates for VIPs	20 No.	No.	27.02.2019		
	(c)					
	Total					
Note:-	1. Total amount should be inclusive of all charges i.e transportation, labour, levies, taxes, installation, operation etc.					
	2. All materials should be new, of standard quality and decent.					
	3. Payment will be made as per actual requirement and installation at site satisfactorily & successfully.					
	4. The item-wise rates quoted should be for complete duration of requirement as specified above.					

Undertaking

We have seen the proposed site, understood the work and hereby agree to all the terms and conditions of Central University of Haryana, Mahendergarh, given above.

1. Name & signature of Authorized person of agency.
2. Address, Telephone No. Email Address & seal of the Agency.