



# CENTRAL UNIVERSITY OF HARYANA

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

Jant-Pali, Mahendergarh-123029

CUH/E&GA/2024/4731-①

Dated: 12/11/2024

## Short Term Tender Notice

Sealed tenders under two-bid system are invited for providing “**Tent, Sound, Lighting and Allied Services**” for “**Convocation-2024 of the CENTRAL UNIVERSITY OF HARYANA**” to be held on 18.11.2024 at Central University of Haryana, Mahendergarh. The tenders complete in all respects must be submitted in Room No. 123, Estate & General Administration Section, Administrative Block, Central University of Haryana, Mahendergarh, latest by **13.11.2024 up to 2:00 pm**. For further details/terms & conditions/Corrigendum/Addendum/etc. regarding tender, please visit the University website: [www.cuh.ac.in](http://www.cuh.ac.in) on regular basis.

*SKumar*  
12/11/2024  
Registrar

Copy to:-

1. System Analyst to upload the tender document on the University website.
2. AR, VC Secretariat, for information of Hon'ble Vice Chancellor.
3. Office of 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 short term tenders for providing "Tent, Sound, Lighting & Allied Services" for "Convocation- 2024" to be organized on 18.11.2024 at Central University of Haryana, Mahendergarh, as per the details given below and **Annexure-'A'**:-

|   |  |   |
|---|--|---|
| 1 | Last Date and Time for receipt of Bids | 13.11.2024 upto 2.00 PM in Room No 123, E&GA Branch, Administrative Block, CUH, Mahendergarh.<br>Contact Person: Dr. Jaipal, Assistant Registrar (Mob:- 9991610954) |
| 2 | Time & Date of opening                 | 13.11.2024 at 3.00 PM in the Conference Hall, Administrative Block of the University.   |

B) Pre-Qualification Conditions and Eligibility Criteria:-

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

1. Should have minimum 01 works experience for providing tent services in the Govt. University or Govt. Organization function/events.
2. Should possess all statutory requirements as applicable, such as:-
  - (a) Labour License,
  - (b) EPF, ESI Certificate,
  - (c) Shop and Establishment registration certificate and
  - (d) PAN card and other statutory requirements with appropriate license from competent authority.
  - (e) The Firm/Agency should have a turnover of at least Rs. 80.00 Lacs (Rupees Eighty Lacs) during the financial years i.e. 2020-21, 2021-22 & 2022-23.
  - (f) An Undertaking must be submitted by the Firm/Agency for not debaring/Blacklisting by any govt. department/agency.

C) Firm/ Agency agreeing to the terms & conditions and satisfying the eligibility criteria may submit their tender in Room No. 123, E&GA Branch, Administrative Block, Central University of Haryana, Mahendergarh giving the requisite documents and information along with their offer.

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

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

F) Central University of Haryana, reserves the right to accept/reject/split/cancel the Tender in full or part, without informing affected firms, incurring no liability whatsoever.

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

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

### Profile of Firm/Agency

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

Date:

Place:

Signature of Authorized Signatory and Seal

## **Main Terms, Conditions & Important Instructions:**

1. The work is to be executed as per the work order.
2. The selected firm will have to handover the complete full proof work 48 hours before the start of the event.
3. Dismantling is to be started immediately after completion of event and 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 should be in good conditions & will be cleaned by agency's staff after putting it on appropriate places.
7. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted/added/modified, if needed.
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 are requested to see proposed site, understand the work and agree to all the terms and conditions of Central University of Haryana given above.
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.
12. For any emergency situation, the contractor will provide solution related to his work at no extra cost.
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 the Convocation is an important function of the University, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard will inspect the material to be used before award of work.

15. All works related to the Convocation etc. should compulsorily be completed two days before commencement of event so that any modification/alteration can be made in time.

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 and also on mobile to enable this University to call them in emergency situation. Therefore telephone as well as mobile nos. will also be provided to Central University of Haryana.

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 area and ascertain requirements before submitting the bid.

21. No Advance Payment will be made.

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

23. Quantities of various items can be increased or decreased as per site requirement.

24. In case of receipt of Single Bid, the University have the right to decide whether the single bid has to be accepted or not. In this matter decision of the University Authorities shall be final.

**Schedule of General Items for Convocation- 2024 at Central University of Haryana, Mahendergarh.**

**Annexure-'A'**

**Detailed specifications for Hiring of Hanger Tent and other items**

| Sr. No | Item Description   | Approximate Quantity                   | Unit  | Required on Date   |
|--------|--|--|-------|--|
| 1      | Providing 4 Line VIP Sofa 2-seater with white cover  | 50                                     | No.   | 17 <sup>th</sup> November, 2024 (For Convocation Rehearsal)<br>18 <sup>th</sup> November, 2024 (For Convocation) |
| 2      | Providing Sitting chair with white cover   | 1000                                   | No.   |  |
| 3      | Providing Center Table with Cover  | 20                                     | No.   |  |
| 4      | Providing Table as per requirement, complete with cover  | 40                                     | No.   |  |
| 5      | Providing and laying of Kitchen tent with top side cover and side Canat  | 30'x30'=900 Sq.ft                      | Sq.ft |  |
| 6      | Providing and laying of Red Carpet in passage (of 5'x30' size)   | 40                                     | No.   |  |
| 7      | Providing and laying of Buffet Tent Pandal with Pipe Pandal  | 90'x90'=8100 Sq.ft                     | Sq.ft |  |
| 8      | (i) Providing and laying of Water Proof Tent size 90 x 90 sq ft) Fully covered with carpeting<br>(ii) Providing and laying of Tent without Water Proof for Students and others Size 90 * 90sq ft | 90'x90'=8100Sq ft<br>90'x90'=8100Sq ft | Sq ft |  |

|     |   |  |       |  |
|-----|---|--|-------|--|
| 9   | Providing and fixing of Mikes including Cordless, Collar, floor, handing & good quality sound systems including PA system with speakers and all accessories for Pandal and Stage/ Auditorium.   | Sq.ft                                      | No.   |  |
| 10  | Providing Bouquets and Decoration at Stage, University Main Gates, Admin block with good quality flower of multiple varieties. (As per requirement of the University)   | As required                                | N/A   |  |
| 11. | Providing and laying of Stage 40'x30', complete stage arrangement (Including complete Lighting), 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. (Good quality furniture and fitted properly) | 1200 Sq.ft                                 | Sq.ft |  |
| 12  | Providing Round Tables ( Four seater) with chair and white cover  | 50   | No.   |  |
| 13  | Providing Serving Tables with cover for food (Refreshment area)   | 50   | No.   |  |
| 14  | Providing and laying of Drinking water Dispenser (Hot & Cold) with RO water filled Jar- 20 Ltr.   | Dispenser - 05<br>No. &<br>Water Jar - 100 | No.   |  |
| 15  | Providing Biodegradable /disposable glasses   | 2000                                       | No.   |  |
| 16  | Providing and laying of Dustbin (Min 55ltr.)  | 15   | No.   |  |
| 17  | Providing and fixing of Welcome flex Banners at two Main Gates (size 10'x5')  | 04   | No..  |  |
| 18  | Providing and fixing of Printed Flex Banner (Backdrop) with standee at stage (Size 25'x14') with frame.   | 02   | No.   |  |
| 19  | Providing Flower Pots with good quality flowers of multiple varieties.  | 100  | No    |  |
| 20  | Providing and Fixing of good quality portable branded toilets   | 02   | No    |  |
| 21  | Providing and fixing of sound proof standing fans.  | 20   | No    |  |

|       |   |                           |     |  |
|-------|---|---------------------------|-----|--|
| 22    | Providing and fixing of LED Screens of Minimum size 8x6 Feet.   | 04                        | Ft. |  |
| 23    | Providing and fixing of CCTV system with 16 cameras with recording system.  | 01                        | No  |  |
| 24    | Flexs (02 for Help Desk)  | 02 No.                    | No. |  |
| 25    | Standing ACs for main stage   | 02                        | No. |  |
| 26    | Standee   | 50                        | No. |  |
| 27    | Lighting  | As per requirement        | -   |  |
| 28    | <b>Uninterruptable Power Supply (using Silent source) in tent and stage shall be ensured by the bidder, The agency has to make necessary provisions to ensure the same.</b> | <b>As per requirement</b> | -   |  |
| 29    | Other items   |                           |     |  |
|       | (a) Flag Card with stand  | 50 No.                    | No. |  |
|       | (b) Name Plates for VIPs  | 40 No.                    | No. |  |
| 30    | रजाई, गद्दा, शीट एवं तकिया  | Rate as per Set           |     |  |
| 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.  |                           |     |  |
|       | 4. It will be the responsibility of the service provider Cleaness and Hygiene in the specified Area.  |                           |     |  |

Total Amount quoted including GST and all Expenses.

Total Amount Rs. \_\_\_\_\_

### 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, give above.

**1. Name & signature of Authorized person of agency:**

**2. Address, Telephone No. Email Address & seal of the Agency:**