



Government of Haryana

HARYANA VISHWAKARAMA SKILL UNIVERSITY

SHORT NOTICE

EXPRESSION OF INTEREST

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR
SELECTION OF GOVERNMENT ORGANISATION FOR
MANAGEMENT OF EVENT OF FOUNDATION STONE
CEREMONY FOR HARYANA VISHWAKARMA SKILL
UNIVERSITY at UNIVERSITY CAMPUS SITE AT VILL.
DUDHOLA, PALWAL, HARYANA.**

Important Information Sheet

Event	Particulars
Date of publication of Notice for Expression Of Interest	19.09.18
Last date and time for Bid submission	29.09.18 at 14:00 Hrs.
Date & Time of Opening of Technical Bids.	29.09.18 at 15:00 Hrs.
Date of Pre Bid Meeting	24.09.18
Date for opening of Financial Bids	Will be intimated.
Tender Fee : DD favouring Haryana Vishwakarma Skill University – Payable at Gurugram	Rs.4000/ (Non Refundable)
EMD : DD favouring Haryana Vishwakarma Skill University – Payable at Gurugram	Rs. 200,000/ (Refundable)
Place of Submission of EOI	Office of the Registrar, Haryana Vishwakarma Skill University, Plot – 147, Sector – 44, Gurugram 122003.
Contact Person	Deputy Director, Superintendent.
Contact Phone Numbers	0124-274 6840/ 9811102984
Email id	Simi.hvsu@gmail.com jayant.hvsu@gmail.com

Government of Haryana

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SELECTION OF GOVERNMENT ORGANISATION FOR MANAGEMENT OF EVENT OF FOUNDATION STONE CEREMONY IN PRESENCE OF PRIME MIISTER OF INDIA FOR Haryana Vishwakarma Skill University at UNIVERSITY CAMPUS SITE AT VILL. DUDHOLA, PALWAL, HARYANA.

“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 Haryana Vishwakarma Skill University (HVSU) under Act 25 of 2016. The university is first of its kind in India. The state Government has very optimistic vision for the University. The State Government has allocated 82.7 Acres of land in Village Dudhola, Distt. Palwal, for development of the University.

HVSU, Haryana Government University, invites bids from Government organization for Event Management of Foundation Stone 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 directly or by engaging agency, which shall be organized in presence of Hon,ble Prime Minister, Governor, Chief Minister and Cabinet ministers.

2. Scope of Works:

2.1 Brief Scope of work:

The participating agency has to organize an event for Foundation Stone Ceremony of the University. The following is a 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 Prime Minister level or cabinet level. The minimum gathering shall be of 2000 guests.

- a. Foundation Stone
- b. Hanger Structure installation for 2000 attendees
- c. Stage, Lounge for VVIPs with protocol related seating
- d. Seating for Media and other attendees
- e. Related structure like toilets etc.
- f. Barricading
- g. Light and sound arrangement
- h. Fans & Air – Conditioners, Gen sets
- i. Hanger / Helipad
- j. CCTV
- k. Fire Fighting arrangements along with manpower
- l. Security and House Keeping arrangements
- m. Sinages, Walky talky radio sets
- n. Food and Snacks arrangements for VVIPs & VIPs
- o. Audio Visual equipments , Videography & photography
- p. Flower arrangement.
- q. Any other arrangements fit for this kind of function.
- r. Galleries & posters of HVSU
- s. 3D virtual walkthrough of campus video upto 5 min.

The agency is expected to make itinerary and programme 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 invite, 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. It will be fully responsible for the reputation of the client in case of any kind of failure.

TERMS & CONDITIONS

1. Haryana Vishwakarma Skill University is desirous of appointing an agency for the above mentioned event and invites bids from government owned event management agencies with experience **not less than five years** in event of similar nature.
2. The agency must have managed at least 2 such events costing not less than 1 Cr for at least 3 years in last 5 consecutive years where the Prime Minister 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.
3. The agency will have to produce album / CD of videography of **three** such event along with the bid to HVSU for assessment of the program organized by them.
4. The agency is to submit its balance sheet and Profit loss account for last three financial years, 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.
5. Both the above documents are to be signed by the authorized signatory of the organization.
6. The bid will be submitted under two bid system i.e. Technical Bid and Financial bid. The technical bid and the financial bid will be sealed in two separate envelopes and these two envelopes will be put in a bigger envelope and sealed and submitted to the HVSU before the closing time of the bid.
7. The technical bid will contain the detailed description of the event, program flow, type and brand of equipment to be used. All the documents mentioned above will also be attached with the envelope of technical bid. The committee for the bid formed by HVSU will have the final say to decide the best agency on the basis of the details provided by the bidder.
8. The financial bid of only those bidders will be opened who have qualified in the technical bid found satisfactory by the bid accessing committee.

9. Selected party shall be required to execute a lease agreement containing detailed terms & conditions with HVSU, in accordance with the provisions of the law applicable.
10. The agency will have to make provision for the electricity & water on its own at site.
11. The selected agency will have to provide the timeline for completion of the work.
12. 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.
13. The decision of the HVSU will be final in case of any dispute arising in the implementation of the terms of the contract.

Security Deposit ;

The agency will have to deposit security deposit either in form of a Bank Guarantee / DD in favour of Haryana Vishwakarma Skill University to the tune of 10% of the cost of the contract. It will be refunded after successful completion of the work.

The EMD of the successful bidder will be adjusted against the Security Deposit and EMDs of the unsuccessful bidders will be refunded once the order is placed on the successful bidder.

Applications found without Tender Fee and EMD shall be summarily rejected.

Liquidated Damages

In case of failure to complete the job successfully the HVSU shall deduct liquidated damages up to 10% of the total cost of the work.

DEPUTY REGISTRAR

ANNEXURE-I

**HARYANA VISHWAKARMA SKILL
UNIVERSITY, Dudhola, Palwal.**

FORMAT FOR PARTICULARS OF THE AGENCY

1.	Full Particulars of the Organisation i) Name ii) Address(es) iii) Telephone Numbers a) Business iv) Residential v) Tele Fax Number vi) E-Mail Address	
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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 organisation etc. as furnished against the individual forms 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 Authorised Signatory

