



# **SHRI VISHWAKARAMA SKILL UNIVERSITY**

**Government of Haryana**

## **SHORT TERM NOTICE**

### **EXPRESSION OF INTEREST**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR  
SELECTION OF GOVERNMENT/REGISTERED  
ORGANISATION FOR MANAGEMENT OF EVENT OF  
FOUNDATION DAY CEREMONY ON 19.11.2019 FOR SHRI  
VISHWAKARMA SKILL UNIVERSITY at UNIVERSITY  
CAMPUS AT VILL. DUDHOLA, PALWAL, HARYANA.**



## Important Information Sheet

Event	Particulars
Date of publication of Notice for Expression Of Interest	04.11.19
Last date and time for Bid submission	11.11.19 at 14:00 Hrs.
Date & Time of Opening of Technical Bids.	11.11.19 at 15:00 Hrs.
<b>Date of Pre Bid Meeting</b>	<b>07.11.2019 at Dudhola, Distt-Palwal</b>
Date for opening of Financial Bids	Will be intimated.
Tender Fee : DD in Favour Haryana Vishwakarma Skill University – Payable at Gurugram	Rs.3000/ (Non Refundable)
EMD : DD in favour Haryana Vishwakarma Skill University – Payable at Gurugram	Rs. 1000,00/ (Refundable)
Place of Submission of EOI	Office of the Registrar, Haryana Vishwakarma Skill University, Plot – 147, Sector – 44, Gurugram 122003.
Contact Person	1. Dy. Registrar 2. Sub Divisional Officer/Civil
Contact Phone Numbers	0124-2746800
Email id	Info.svsu@gmail.com

### Technical Bid: -

The technical bid should contain all detail information of the event as per requirement of SVSU.

### Financial Bid: -

The financial bid should clearly will have mentioned the offered items wise rates according the arrangement wise including all the applicable taxes and other obligations if any.

**Sub Divisional Officer/Civil**

**Deputy Registrar**



**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SELECTION OF GOVERNMENT/ REGISTERED (By GOVT. DEPARTMENT) ORGANISATION FOR MANAGEMENT OF EVENT OF FOUNDATION DAY CEREMONY ON 19.11.2019 IN PRESENCE OF Hon’ble SKILL DEVELOPMENT AND ENTREPRENEURSHIP MINISTER, GOVT. OF INDIA ETC. FOR Shri Vishwakarma Skill University at UNIVERSITY CAMPUS 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 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. The State Government has allocated 82.7 Acres of land in Village Dudhola, Distt. Palwal, for development of the University.

- SVSU, Haryana Government University, invites bids from Government Registered/ Organization for Event Management of Foundation Day 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 Union/Cabinet Ministers events .

## **2. Scope of Works:**

### **2.1 Brief Scope of work:**

The participating agency has to organize an event for Foundation Day 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 Union Minister level or Cabinet level. The minimum gathering shall be of 1100 guests.

- a. Water proof Hanger and Hanger Structure installation for 1100 attendees
- b. Carpet with Plastic
- c. Stage, Lounge for VVIPs with protocol related seating
- d. Seating for Media and other attendees
- e. Related temporary chemical structure like toilets etc.
- f. Barricading
- g. Head Tables, Sofa sets, Chairs etc.
- h. Light and sound arrangement
- i. Fans & Air – Conditioners, Gen sets, Electricals works in all respect.
- j. Hanger / Helipad (if necessary)
- k. Flower Arrangement
- l. CCTV
- m. Food Court
- n. Drinking Water (ISI Mark)
- o. Manager, Housekeeping and Safety/ Security Manpower's
- p. Fire Fighting arrangements along with manpower
- q. Security and House Keeping arrangements
- r. Signages, Walky talky radio sets
- s. Food and Snacks arrangements for VVIPs & VIPs and Guests
- t. Audio Visual equipment's , Videography & photography
- u. Any other arrangements fit for this kind of function.
- v. Galleries & posters of SVSU
- w. 3D virtual walkthrough of campus video upto 5 min (if necessary).

• **Brief Description of Requirement: -**

- i. 15000 Sqft. Water Proof Hanger for 1100 Gathering including stages, Carpets with Plastic, Head Tables, Sofa sets, Chairs, Flower, Lights & Sounds etc.
- ii. 400 Sqft. Water Proof Hanger for VVIPs including Carpets



with Plastic, Head Tables, Chemical Toilets, Sofa sets, Chairs, Lights, Flowers etc.

iii. 1000 Sqft. Tent Shamiyana Coverage 500 Guests including tables, Carpet, Chairs, Lights etc.

iv. 11 Nos. Exhibition stall including Power connections, Printing, Tables, Carpets, Chairs, Lights, Flowers etc.

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

- i. Hi-Tea: - Special Tea/ Coffee/ Cold Drinks, Samosa, Water, Kachori, Dhokla, Kaju, Namkeen, Biscuits for 100 VVIPs and 300 Guests Staffs.

- ii. Refreshment Packets: - Burger, Juice (Appy, Frooti), Burfi piece, Chips for 400 students.

- 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.
- 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 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 and quoted rates. It will be fully responsible for the reputation of the client in case of any kind of failure.

### **TERMS & CONDITIONS**

1. Shri Vishwakarma Skill University is desirous of appointing an agency for the above mentioned event and invites bids from government/ registered 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 @ Rs.30 Lacs to 50 Lacs for at least 3 years in last 5 consecutive years where the Prime Minister/ Union 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 must have registered own GST, PAN, Service Tax, Labour License etc. number. All taxes deducted from the running and final bills of the agency as per latest taxes/ rules.
4. The agency will have to produce album / CD of videography of **three** such event completed along with the bid to SVSU for assessment of the program organized by them.
5. 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.
6. Both the above documents are to be signed by the authorized signatory of the organization.
7. 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 SVSU before the closing time of the bid.
8. 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 SVSU will have the final say to decide the best agency on the basis of the details provided by the bidder.



9. 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.
10. Selected party shall be required to execute an agreement containing detailed terms & conditions with SVSU, in accordance with the provisions of the law applicable.
11. 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.
12. The security arrangement of each and every items supply by the agency will have born Successful bidder at own cost in all respect.
13. The selected agency will 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 will 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 will 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 will have ISI mark and best/ branded quality.
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 Foundation Day i.e 17.11.2019
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 Registrar for this purpose shall be final and binding upon the parties, including the venue, as selected by him.
20. The Bidders who could secure the highest Composite Technical Score shall be declared the most Preferred Bidder for opening the Financial Bid.
21. In respect of any legal proceedings arising as a result of or relating to or incidental to this agreement, the court in Gurugram alone 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 give any reason.
23. If there is holiday on the date of opening of tender technical bid, then the tenders shall be opened at "15.00 hrs on next working day".

- **Security Deposit;**

The agency will have to deposit security deposit either in form of a Bank Guarantee 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 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 summerly rejected.





**\* 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.

Sd/-

**REGISTRAR, SVSU**



ANNEXURE-I

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

**FORMAT FOR PARTICULARS OF THE AGENCY**

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**The Registrar**

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

Sir,

Sub: - Expression of Interest for SELECTION OF GOVERNMENT/  
REGISTERED ORGANISATION FOR MANAGEMENT OF EVENT OF  
FOUNDATION DAY CEREMONY ON 19.11.2019.

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](http://www.svsu.ac.in) for taking subject cited work:-

1.	Full Particulars of the Organization  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 attested by Gazetted Officer VII) Last Three year balance sheet and Profit loss account VIII) Album / CD of videography of three such event completed IX) List of items to be utilized at the event in all respect.	
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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 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**

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**ANNEXURE-II**

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

**FORMAT FOR ARRANGEMENT BY THE AGENCY  
FOR VVIP, VIP and Guests etc. For gathering 1100**

Sl. No.	Particulars/Description	Approx. Area	Make	Days	Qty/Area.	Rates (Rs.)	Amount	Remarks
1.	Water proof Hanger and Hanger Structure installation for attendees including stage	15000 Sft. Stage:- 400 Sft.		1				
2.	New/One time use Carpet with Plastic for Stage, Lounge for VVIPs with Media protocol related seating	-do-		1				
3.	Related temporary chemical structure like toilets etc.	01 nos.		1				
4.	Barricading	20000 sft.		1				
5.	Head Tables, Sofa sets, Chairs etc.	18 Persons, 40 Nos., 450 Nos. respectively		1				

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6.	Light and sound arrangement	Inside the Hanger		1				
7.	Fans & Air Conditioners, Gen sets, Electricals works in all respect.	As per the requirement/ arrangement		1				
8.	Hanger / Helipad	As per the requirement/ arrangement if necessary		1				
9.	Flower Arrangement (Main Gate, Head Table, Podium, Front Area & stage, VVIP Lounge, CSA Building, Install Gallary	As per the requirement/ arrangement		1				
10	CCTV/LED Screens	As per the requirement/ arrangement		1				
11	Food Court Arrangement (Tent, Shamiyana Coverage for 500 Guests+ Students) and Water proof Hanger for Hi-Tea to VVIPs.	<ol style="list-style-type: none"> <li>1. Hi-Tea Arrangement to 100 VVIP and 200 Guests+200 staff</li> <li>2. Refreshment Packets for 400 students.</li> </ol>	As per standard size	1				
12	Manager, Housekeeping and Safety/ Security Manpower's	As per the requirement/ arrangement		1				
13	Fire Fighting arrangements	As per the requirement/ arrangement		1				



	along with manpower							
14	Signages, Walky talky radio sets	As per the requirement/ arrangement		1				
15	Food and Snacks arrangements for VVIPs & VIPs and Guests	<ol style="list-style-type: none"> <li>1. Hi-Tea Arrangement to 100 VVIP and 200 Guests+200 staff</li> <li>2. Refreshment Packets for 400 students</li> </ol>		1				
16	Audio Visual equipment's, Videography & photography	As per the requirement/ arrangement		1				
17	Any other arrangements fit for this kind of function	As per the requirement/ arrangement		1				
18	Galleries & posters of SVSU	As per the requirement/ arrangement		1				
19	3D virtual walkthrough of campus video up to 5 min	As per the requirement/ arrangement if necessary		1				

Note: -1. Quantities mentioned in the schedule are tentative only, Payment will be made on actual measurement basis.

2. No Extra item shall be executed without written approval of competent authority of SVSU.

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3. Rates quoted 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.

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**

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