



# **SHRI VISHWAKARAMA SKILL UNIVERSITY**

**Government of Haryana**

## **NOTICE FOR EXPRESSION OF INTEREST**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR  
SELECTION OF REGISTERED ORGANISATIONS FOR  
MANAGEMENT OF EVENT OF 1st CONVOCATION  
CEREMONY FOR  
SHRI VISHWAKARMA SKILL UNIVERSITY**

**Venue at: -**

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

Venue proposed date: - 2nd or 3rd week of January, 2020

**Important Information Sheet in respect of Event**

Event	Particulars
<b>Date of publication of Notice for Expression Of Interest</b>	17.12.2019
<b>Last date and time for Bid submission</b>	01.01.2020 at 13:00 Hrs.
<b>Date &amp; Time of Opening of Technical Bids.</b>	01.01.2020 at 14:00 Hrs.
<b>Date of Pre Bid Meeting</b>	27.12.2019 at Dudhola, Distt-Palwal at 11:00 Hrs.
<b>Date for opening of Financial Bids</b>	Will be intimated.
<b>Tender Fee : DD in Favour Shri Vishwakarma Skill University - Payable at Gurugram</b>	Rs. 3000 Tender Fee + 360 GST = 3360/- (Three Thousand Three Hundred and Sixty Rupees only) (Non Refundable)
<b>EMD : DD in favour Shri Vishwakarma Skill University - Payable at Gurugram</b>	Rs. 100000/- (One Lakhs Rupees only)(Refundable)
<b>Place of Submission of EOI</b>	Office of the Registrar, Shri Vishwakarma Skill University, Plot - 147, Sector - 44, Gurugram 122003.
<b>Contact Person</b>	(Er. Sandeep Pratap Singh Bhati) Sub Divisional Officer/Civil
<b>Contact Phone Numbers</b>	0124-2746800
<b>Email id</b>	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 of all respective items according to the arrangement including all the applicable taxes and other obligations if any.

**Sd/-**  
**Sub Divisional Officer/Civil**  
For Vice Chancellor, SVSU

**“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.

- SVSU, Haryana Government University, invites bids from Registered Organization for Event Management of 1<sup>st</sup> Convocation 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 for Hon’ble President/ Vice President, Prime Minister, Governor, Chief Minister and Union/Cabinet Ministers level events.

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

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

The participating agency has to organize an event for 1<sup>st</sup> Convocation 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 Hon’ble President of India, Prime Minister, Union Minister level or Cabinet level. The minimum gathering shall be of 850 guests. The particular of items to be executed at site as under: -

- a. Water proof Aluminum Hanger and Hanger Structure installation for 850 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. Centre Tables, Head Tables, Sofa sets, Chairs etc.
- h. Light and sound arrangement
- i. Fans, Gen sets, Electricals works in all respect.
- j. Flower Arrangement
- k. Plants with Flower Pot
- l. CCTV
- m. Food Court
- n. Manager, Housekeeping and Safety/ Security Manpower’s
- o. Fire Fighting arrangements along with manpower

- p. Security and House Keeping arrangements
- q. Signages, Walky talky radio sets
- r. Food, Water, Lunch and Snacks refreshment arrangements for VVIPs & VIPs, Guests, Students and Staffs.
- s. Audio Visual equipment's , Videography & photography
- t. Any other arrangements fit for this kind of function.

- **Brief Description of Requirement: -**

- (i) 20000 Sqft. Water Proof Hanger with colure massing on top & side for 850 Gathering including stage with chairs, Carpets with Plastic, Head Tables, Centre Table, Sofa sets, Chairs, Flowers, Lights & Sounds, Bunting, Entry gates with Marquee, Flex side wings, Gallery, Plants with Flower Pot, Fan, Chemical Toilets etc. as per site requirement.
- (ii) 3000 Sqft. Water Proof Hanger lounge for VVIPs, Guests including Carpets with Plastic, Centre & Head Tables, Chemical Toilets, Sofa sets, Chairs, Lights, Flowers, Dressing Room, Plants with Flower Pot etc. as per site requirement.
- (iii) 8000 Sqft. Tent Shamiyana Coverage 850 Guests in which 5000 Sqft. for Students and 3000 Sqft. for staff & guests including Tent & Centre Tables, Carpet, Chairs, Lights, Plants with Flower Pot etc. as per site requirement.

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

- i). **Tea & Refreshment:** - Special Tea, Coffee + Chhole Bhture, Water for 250 nos. Staff and Students with guardian on previous day of the event.
- ii). **Tea:** - Special Tea, Coffee, Bread Pakora and Water for 300 nos. Staff and Students with guardian on event date in morning.
- iii). **Lunch:** - Puri, 4 types Roti, Aloo Sabzi/Jhol, Pethe ki Sabzi, Raita, Salad, Chutnis, Water, Gulab Jamun and Jalebi for 650 nos. on event date in afternoon.
- iv). **Hi-Tea:** - Special Tea, Coffee, small Samosa, Sandwich, Chhena Murki, Dry Fruits, Water and Special Tea, Coffee, Mix Pakora, Dhokla, Khoya Barfi, Kheer, Water for 250 nos. VVIPs. / Guest/Staff on event date before starting and departure of the event respectively.
- v). **Refreshment Packets:** - Stuff Kulcha, Juice (Appy, Frooti), 40 gms Khoya Burfi piece, 20 gms classical salted Chips for 400 students on event date in evening.

- 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 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 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 President/ Prime Minister/ Union Minister of India 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 of same.
3. The agency must have registered own GST, PAN, ESI/EPF Certificate etc. 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 **2** such event completed along with the bid to SVSU for assessment of the program organized by them.
5. The agency will have submitted the proposed event diagram/sketch as per the site condition and protocol at the time of submission of technical bid.
6. The agency is to submit its balance sheet and Profit loss account for last three financial years with Assessment, 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.
7. Both Technical and Financial documents are to be signed by the authorized signatory of the organization/ agency.
8. The bid will be submitted under two bid system ie. 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.

9. The technical bid will contain the all detailed description of the event. 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.
10. 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.
11. Selected party shall be required to execute an agreement containing detailed terms & conditions with SVSU, in accordance with the provisions of the law applicable.
12. The agency shall not be entitled for any payment on whole of work done till he signed the agreement and submit the security deposit.
13. 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.
14. The security arrangement of each and every items supply by the agency will have born Successful bidder at own cost in all respect.
15. The selected agency will have to provide the timeline for completion of the work as set by the SVSU.
16. 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.
17. The decision of the SVSU will be final in case of any dispute arising in the implementation of the terms of the contract.
18. All the material supply by the successful bidder will have ISI/FSSAI mark and best/ branded quality.
19. No payment shall be made to the agency for any damage/loss caused due to rains, floods fire or any natural cause during the execution of work
20. 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 Convocation Rehearsal Day.
21. 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.

22. 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, SVSU for this purpose shall be final and binding upon the parties, including the venue, as selected by him.
23. In case negotiation will be required/ desired by the tendering committee / competent authority of SVSU, the same will be done as per the instruction issued in Haryana Govt. Order No-2/2/2010-4-IB-II dated: -16.06.2014.
24. 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.
25. 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 giving any reason.
26. If there is holiday on the date of opening of tender technical bid, then the tenders shall be opened at "14.00 hrs on next working day".
27. The Telegraph and Conditional tenders bid are not be accepted. The Bank Charges, if any, will be to the account of the agency. Applications found without Tender Fee and EMD shall be summarily rejected.
28. Any agency whose bid is not found as per EOI requirements will be liable for rejection without assigning any reason.
29. The agencies are strictly advised to follow date, time and corrigendum as indicated in the EOI/ NIT/ website. The date and time shall be binding on all bidders. All the corrigendum if required will be uploaded on SVSU website.
30. On completion of work contractor shall remove all temporary structures, debris from the site and will hand over clearly leveled area to the SVSU.

- **Security Deposit:**

The agency will have to deposit security deposit 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 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. 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.

- **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/-

**Sub Divisional Officer/ Civil**  
For Vice Chancellor, SVSU



**ANNEXURE-I**

**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 of CONVOCATION CEREMONY.

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:-

<b>Full Particulars of the Organization</b>	<b>Check List (Yes/No)</b>
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 Gazetted Officer.	

VII) Last Three-year balance sheet and Profit loss account with assessment.	
VIII) Album / CD of videography of <b>three</b> same nature event completed. IX) List of items to be utilized at the event in all respect. X) Organization registration Details like GST, PAN, ESI/EPF Certificate etc. XI) Proposed event diagram/sketch at site condition XII) Tender document with corrigendum if any duly signed by authorized person with stamp XIII) 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 hems 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/-

**Sub Divisional Officer/ Civil**  
For Vice Chancellor, SVSU

**SHRI VISHWAKARMA SKILL UNIVERSITY**

**Dudhola, Palwal.**

**FORMAT FOR ARRANGEMENT BY THE AGENCY**

**FOR VVIP, VIP and Guests etc. for gathering 850 nos. of 1<sup>ST</sup> Convocation Day.**

Sl. No. (1)	Particulars/ Description (2)	Approx. Area (3)	Make (4)	Days (5)	Qty./ Area. (6)	Rates (Rs.) to be quoted as per column no-6.	Amount
1.	Water proof aluminum Hanger with neat and clean cloth massing on top & side wall and Hanger Structure installation for attendees including stage with chairs, Bunting of flags, Marquee etc.	VVIP Lounge Area 3000 Sq. Ft. Including Hi-Tea Arrangement & Dressing Room.		1	Per Sq. Ft.		
		Main Event Area 20000 Sq. Ft. including neat and clean cloth massing on top & side in all necessary arrangements.		1	Per Sq. Ft.		
		Main Stage-1 nos. Area 52X 32X 04 Sq. ft. with new carpets, Tables, VVIPs Chairs with covers 30 nos., Wooden Podium 2 nos. with complete all arrangements.		1	Per Sq. Ft.		
2.	Supply and installation One time use Carpet with	22000 Sq. Ft.		1	Per Sq. Ft.		

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	Plastic for VVIP Lounge and Main event area with Media protocol related seating						
3.	Carpets for Passage	10000 Sq. Ft.		1	Per Sq. Ft.		
4.	Supply and installation Green Net Matting for the Passage	8000 Sq. Ft.		1	Per Sq. Ft.		
5.	Supply and installation temporary chemical structure like toilets etc.	10 nos. ( 2 VVIP & 8 Normal)		1	Per No.		
6.	Supply and installation of Metallic Barricading including all fittings with minimum height of 4 ft..	1000 Running ft.		1	Per Running Ft.		
7.	Supply and installation Glass Top Head Tables	15 Nos.		1	Per No.		
8.	Supply and installation Glass Top Centre Tables	15 Nos.		1	Per No.		

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9.	Supply and installation Tent Tables with cloths and massing on Top for food arrangement	20 Nos.		1	Per No.		
10.	Supply and installation Glass Top Round Table	20 Nos.		1	Per No.		
11.	Supply and installation Sofa sets	For VVIP: 40 Nos.		1	Per No.		
		For Staff & Guest : 150 Nos having capacity of 2 persons		1	Per No.		
12.	Supply and installation of Chairs with Cover	600 Nos		1	Per No.		
13.	Light with complete arrangement (including all fittings, Electrical connections).	Inside the Hanger, 65 nos		1	Per No.		
		Outside Hanger, 05 nos		1	Per No.		
		Pole Light for Street, 45 nos.		1	Per No.		
		Pole Light For open area, 05 nos.		1	Per No.		
		Halogen Light , 05 nos.		1	Per No.		
		LED Focus Spot Light, 05 nos.		1	Per No.		
		Electric Ladiya, 100 nos.		1	Per No.		
		Parcon Light, 50 nos.		1	Per No.		

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14.	sound arrangement inside the main event & VVIPs Lounge including all fittings, Electrical connections.	JBL/VRX/Bose		1	Complete Arrangement		
15.	View Cutter including all fittings and height as per requirement	100 Running Meter		1	Per Running Mtr.		
16.	Fans, Gen sets :- 250 KVA, Electricals works in all respect as per Electrical Guidance.	As per the requirement/ arrangement		1	Fan Per No.		
				1	Per KVA		
17.	Flower Arrangement 1. Event Area: Main Gate, Head Table, Centre Table, Podium, Front Area & stage, VVIP Lounge. 2. CSA Building: Main Gate, Conference Room & VC Office 3. Food Court/ Tent Shamiyana. 4. For Honorarium: Rose Bouquets for	As per the requirement/ arrangement		1	Complete Arrangement		

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	VVIP (30 Nos.) & Single Rose Bouquets (30 Nos.)						
18.	CCTV: VVIP Lounge, Event Entry, Stage, Guest Entry, VVIP Entry etc. as per security Guidance including all fittings, Electrical connections and recording duration from CCTV installation to one hour after the program ending. (30 Nos)	As per the requirement/ complete arrangement		1	CCTV Per No.		
19.	LED Screens 8 X 6 Sq. Ft including all fittings, Electrical connections : 06 Nos.	As per the requirement/ arrangement		1	LED Per No.		
20.	Plasma screen/TV 40 inch for main stage : 02 Nos.	As per the requirement/ arrangement		1	Plasma Per No.		
21.	Backdrop in Star Flex on Stage including all fittings	As per the requirement/ arrangement		1	Per Sq. Ft.		

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22.	Food Court (Food and Snacks) Arrangement	Tea & Refreshment: - Special Tea, Coffee, Chhole Bhture, Water for 250 nos. on previous day of the event..		1	Per Person		
		Tea: - Special Tea, Coffee, Bread Pakora and Water for 300 nos. on event date in morning		1	Per Person		
		Lunch: - Puri, 4 types Roti, Aloo Sabzi/Jhol, Pethe ki Sabzi, Raita, Salad, Chutnis, Water, Gulab Jamun and Jalebi for 650 nos. on event date in afternoon.		1	Per Person		
		Hi-Tea: - Special Tea, Coffee, small Samosa, Sandwich, Chhena Murki, Dry Fruits, Water for 250 nos. before starting of event.		1	Per Person		
		Hi-Tea:- Special Tea, Coffee, Mix Pakora, Dhokla, Khoya Barfi, Kheer, Water for 250 nos. after completion of event.		1	Per Person		

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		Refreshment Packets and Water Arrangement: Stuff Kulcha, Juice (Appy, Frooti), 40 gms Khoya Burfi piece, 20 gms classical salted Chips for 400 students after completion of event.		1	Per Person		
23.	Tent Shamiyana 2 nos. sizes (5000+3000) including one time used carpets Coverage for food court and food Distribution arrangement including all fittings, Lighting and all required Electrical connections.	8000 Sq. Ft.		1	Per Sq. Ft.		
24.	Manager, Housekeeping and Safety/ Security Manpower's	As per the requirement/ arrangement		1	Complete Arrangement		
25.	Fire Fighting arrangements along	As per the requirement/ arrangement		1	Complete Arrangement		

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	with manpower including all fittings						
26.	Signages including all fittings.	Welcome Panel leading to the Venue (12 X 7 Sq. ft.) : 02 Nos.		1	Per No.		
		Welcome Panel at Venue (12 X 7 Sq. ft.) : 02 Nos.		1	Per No.		
		Welcome Panel at CSA (12 X 7 Sq. ft.) : 02 Nos.		1	Per No.		
		CSA signage (8 X 6 Sq. ft.) : 02 No.		1	Per No.		
		Parking Signage (Back to Back) : 04 Nos.		1	Per No.		
		Seating Arrangement Boards: 12 Nos.		1	Per No.		
		3 'D'Digital Podium Branding : 02 Nos.		1	Per No.		
		Direction/Indication Panel: 20 Nos. Approx.		1	Per No.		
		Branding from Hanger outside area:-3000 sq. ft.		1	Per Sq. ft.		
		Entry Gate of the Hanger for special Invitees: 01 No.		1	Per No.		
		27.	Walky talky radio sets	As per the requirement of Management of bidder and 11 Nos. for SVSU Staff		1	Complete Arrangement

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28.	Audio Visual equipment's, Videography & photography and live coverage of the stage including all fittings, Electrical connections.	As per the requirement/ arrangement		1	Complete Arrangement		
29.	Supply and installation Plants with Flower Pot	As per the requirement/ arrangement: 300 nos.		1	Per No.		

**Note: -**

1. Quantities mentioned in the schedule are tentative only it may be increased or decreased but Payment will be made on actual measurement basis.
2. Extra item with rates shall be executed without approval of Competent Authority/ Infrastructure Committee of SVSU.
3. 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 invoice from the Agency after satisfactory completion of work.
4. Payment will be made within 45 days after submission of valid invoice by the bidder as per executed work. The payment will be made by the SVSU 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 EOI.

**Signature of Authorized Signatory with Official Seal**

Sd/-  
Sub Divisional Officer/Civil

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