

**CENTRAL UNIVERSITY OF JHARKHAND**  
**CHERI-MANATU, RANCHI – 835 222**



**Limited Tender Enquiry**

**for**

**Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol for organizing the 03rd Convocation of Central University of Jharkhand, Ranchi.**

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## **SECTION - I**

Ref. No.CUJ/GA/Convocation/2024/260

Date - 20<sup>th</sup> February, 2024

### **NOTICE INVITING TENDER (NIT)**

**“Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, security/ surveillance camera & other associated facilities for organizing the 03<sup>rd</sup> Convocation of Central University of Jharkhand, Ranchi.”**

1. The Central University of Jharkhand (CUJ) invites **Limited Tender Enquiry** under Single Stage Two Envelops System (Two Bid System) (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed firms/ agencies/ companies for **“Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, security/ surveillance camera & other associated facilities for organizing the 03<sup>rd</sup> Convocation of Central University of Jharkhand, Ranchi.”**
2. The interested bidders/ firms/ agencies/ companies can visit the university website [www.cuj.ac.in](http://www.cuj.ac.in) regularly for more details about the closing date of submission of tender for any corrigendum/ addendum/ amendment. After closing date, any notice regarding tender will be publish on University website.
3. Tender document and other details can be obtained/ download from [www.cuj.ac.in](http://www.cuj.ac.in) .

Sd/-  
Registrar

## SCHEDULE OF TENDER

<b>Name of Works/Services</b>	Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, security/ surveillance camera & other associated facilities for organizing the 03 <sup>rd</sup> Convocation of Central University of Jharkhand, Ranchi
<b>Type of Tender</b>	Single Stage Two Envelops System (Two Bid System) (Rule 163 GFR 2017)
<b>Tender Fee</b>	<b>Rs. 1000.00 (Rupees One Thousand Only)</b>
<b>EMD</b>	<b>Rs. 1,25,000.00 (Rupees One Lakh Twenty Five Thousand Only)</b>
<b>Mode of Tender Fee&amp; EMD</b>	The Bidders should send separate DD/ NEFT / Online Payment Transfer details for Tender Fee (non-refundable) & EMD to the favour of "Central University of Jharkhand, Ranchi".  CUJ, Ranchi Bank Details: - Name : Central University of Jharkhand A/C Type : Saving A/C No. : 21525023720 IFSC No.: IDIB000B873 Bank/ Branch : Indian Bank (Allahabad Bank) Brambe Branch, Ranchi
<b>Publication of Tender</b>	20 <sup>th</sup> February, 2024
<b>Pre-Bid Meeting</b>	23 <sup>rd</sup> February, 2024 (12:00 Hrs)
<b>Last date and time for Submission of tender documents</b>	24 <sup>th</sup> February, 2024 (12:00 Hrs)
<b>Date and time of Tender Opening</b>	24 <sup>th</sup> February, 2024 (12:30 Hrs)

**Note:** - If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.

## SECTION – II

### INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website [www.cuj.ac.in](http://www.cuj.ac.in).
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. Offer in **pencil will be ignored**.
4. The agencies/ bidders/ firms are advised to read carefully the tender documents and terms & conditions before quoting/ submitting their bid.
5. ***All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.***
6. All offers should be written in the **English** and **price** should be written in both, **figures and words**.
7. Quoting firms **must put page number on every page** of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
8. The NEFT / Online Payment for Tender Fee & EMD must be deposited to the account of “Central University of Jharkhand, Ranchi” on or **before the last date of bid submission**. NEFT / Online Payment transfer details for Tender Fee and EMD must be submitted along with the tender document.
9. Tender documents (**hard copy**) must be submitted in a sealed cover envelope in Two Bid System (Part-I: Technical bid and Part II: Financial Bid), addressed to **The Registrar, Central University of Jharkhand, Cheri-Manatu Campus, Ranchi – 835 222** by Registered / Speed Post / by hand so as to reach on or before last date and time.
10. Belated tenders due to postal or any other kind delay will not be considered.
11. The cover of the sealed envelope should be super scribed and quoted the tender no. and name.
12. The Bids, for which Tender Fee and EMD has been received before the last date of bid submission by the university, will be opened in the presence of Bidders’ authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.

13. Address and contact numbers for seeking clarifications & submission of tender documents:

(a) **Address for Communication:**

The Registrar  
Central University of Jharkhand  
Village - Cheri-Manatu  
P.O. – Kamre, P.S.-Kanke  
Dist.- Ranchi - 835 222  
(Jharkhand)

(b) Name/ designation of the contact personnel : Shri K. K. Rao, Registrar  
(c) Telephone/ Mobile numbers : +91-9304953705 (P.S. to Registrar)  
(d) E-mail ID of contact personnel : [registrar@cuja.ac.in](mailto:registrar@cuja.ac.in)

## SECTION – III

### QUALIFICATION/ELIGIBILITY CRITERIA

1. The bidder must have experience in the area of event management and setting up convocation venue while maintaining VVIP protocol at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute, for a period of **last five years ended 31<sup>st</sup> March, 2023.**

Service rendered with list of such Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies with duration of service and work value shall be furnished.

2. **Financial Capability:** Average annual financial turnover of the bidder during the last five financial years ended 31<sup>st</sup> March, 2023 should be at least **Rs. 25.00 lakh (Rupees Twenty Five Lakh only).**

3. **Past Experience:**

(a) The bidder must have experience in the area of event management and setting up convocation venue while maintaining VVIP protocol at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute, for a **minimum 03 successfully completed** concern **work orders** for a period of **last five years** ended 31<sup>st</sup> March, 2023.

(b) The bidder must have successfully executed/ completed service, over the last five financial years ended 31<sup>st</sup> March, 2023 as per following:

(i) Three similar completed services costing not less than Rs. 10.00 lakh;

**or**

(ii) Two similar completed services costing not less than Rs. 12.50 lakh;

**or**

(iii) One similar completed services costing not less than Rs. 20.00 lakh;

(c) Out of all successfully executed work orders during **last five years ended 31<sup>st</sup> March, 2023,** at least **one successfully executed work order should be** for execution/ setting up venue for convocation at Central/ State Government / Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies.

4. Self Attested copies of registration certificate/ documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.

5. Copy of valid license under the relevant Act/ Rules, as applicable, promulgated by Government of India/Concerned State in which the service is performed.

6. Self attested copy of following additional documents:-

(a) GST Registration certificate

- (b) Registration under EPFO
  - (c) Registration under ESIC
  - (d) PAN Card
  - (e) FSSAI Registration, if applicable
  - (f) Shop & Establishment Act Registration Certificate
7. Self-attested Copies of completion certificate for successfully executing/ completed work orders and experience with financial value for providing event management and setting up convocation venue while maintaining VVIP protocol at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute for **last five years ended 31<sup>st</sup> March, 2023** and names & address of clients who may be contacted for further information on those contracts [**Format -II**].
8. Income Tax returns filed for the last five financial years ended 31<sup>st</sup> March, 2023.
9. Certified copies of Audited Annual accounts of the last five financial years ended 31<sup>st</sup> March, 2023 by **CA**, comprising (**Format -II**) following :-
- (a) Balance sheet
  - (b) Profit and loss Statement
  - (c) Income and expenditure account
10. Bank Account details (NEFT Mandate Form) (**Format -IV**)
11. An undertaking on **letter head** to be furnished as per the **Format-V** of the tender document.

***Note: Bidders not complying with above conditions or not providing complete information/ supporting documents as described shall not be considered and hence out rightly rejected.***



## SECTION – IV

### ACTIVITY SCHEDULES AND OTHER REQUIREMENTS

1. **Description of Services**

Central University of Jharkhand, Ranchi invites reputed Event Management Agencies for event management and setting up convocation venue, while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, security/ surveillance camera & other associated facilities for organizing the 03<sup>rd</sup> Convocation of Central University of Jharkhand, Ranchi

2. **Activity Schedule**      The description of activities/ items/ services for the event are as follows:-

Sl. No.	DESCRIPTION	Size/Qty	unit
1	<b><u>Entrance Area</u></b>		
2	Box Gate 40' x 20' (Entry & Exit) with flex branding and flower decoration	1	No
3	Walling From Gate to Side Area 2000' x 10'	20000	Sq. Ft.
4	Walling Building Entry Side 500' x 10'	5000	Sq. Ft.
5	Passage PVC Carpeting 500' x 18'	9000	Sq. Ft.
6	Building Entrance Carpeting 200' x 30'	6000	Sq. Ft.
7	Room Side Passage Carpeting 200' x 18'	3600	Sq. Ft.
8	Que Manager/ Mozo	30	nos.
9	Barricading	500	Rft
10	Building Entrance Single Gate with Flower Décor	1	No
11	Selfy Point on educational theme with University logo & 3rd Convocation	3	Nos
12	Riser for Phogrpahy 3/4 Steps for standing 60 persons approx.	3	Nos
13	Pandal with Ceilling Building Center Area 100' x 40'	4000	Sq. Ft.
14	Walling of center area 300' x 12'	3600	Sq. Ft.
15	<b>VIP Lounge - 6 Nos</b>		
16	Leather Sofa	32	Nos

17	Center Table	22	Nos
18	Loung Partition	20	Panel
19	Center Table Bouque	22	Nos
20	Customised Toilet with Complete Accessories	2	Nos
21	Wooden VVIP Chairs	30	Nos
22	Tower AC (5 ton)	6	Nos
23	Dressing Table	6	Nos
24	Cousion Chair with Cover	100	Nos.
25	VVIP Bouquet	10	Nos.
26	VIP Bouquet	10	Nos.
27	<b>Auditorium Side</b>		
28	Ramp 12' X 6'	2	Nos.
29	Stage Front Flower (Fresh) Décor	80	Rft
30	Backdrop Flex (70' x 15') with flower decorated boarder	1050	Sq. Ft.
31	Table Bouquet for green room and stage	20	Nos
32	President Podium with fresh flower decoration and reading lamp	2	Nos
33	Deep Stand with flower decoration & Accessories	1	Nos
34	2 seater Leather Sofa	8	Nos
35	Wooden VVIP Chairs for Stage	12	Nos
36	Center table	10	Nos
37	Door Gate Flower Décor (All enterance of auditorium & Procession pathway)	5	Nos
38	Extension of Platform in front Row in Audi 60' X 4'	240	Sq. Ft.
39	<b>Green Room Stage Back Side</b>		
40	01 seater Leather Sofa	10	Nos
41	Center Table	6	Nos
42	Bathroom Accessories (Towel, Toiratory etc.)	2	Nos
43	Dressing Table	2	Nos
44	Table bouque	6	Nos
45	Gate Décor	3	Nos
46	<b>Others</b>		
47	Entry Gate with Flex at Manatu Village enterance, University Road from ITBP Side and Near ITBP Ring Road	3	Nos
48	Help Desk & Reception Counter	8	Nos
49	Signages -2' X 3'	50	Nos
50	Signages -4' X 5'	50	Nos

51	Hordings (15' X 20' & above) :- In Side Town for 2 days at/ near Airport, Arogora Chowk, Chandani Chowk, Railway Station	4	Nos
52	Hordings (15' X 20' & above) :- Near Manatu Village entrance and Near ITBP Ring Road	2	Nos
53	Standeers 6' x 3'	10	Nos
54	Coution Chairs with cover, if required	100	Nos
55	PVC Carpeting, if required	10000	Sq. Ft.
56	<b>Audio Visuals for 02 Days</b>		
57	Sound System with cordless Mike, Speaker, box, etc.	1	Set
58	LED Screen 12' x 8' with stand	1	Nos
59	Plasma TV with Live Telecast on stage	3	Nos
60	CCTV camera with complete asseceries and recording on portable hard disc for two days	50	Nos
61	Photo Graphy with 1 TB HDD	2	Nos
62	Videography with 1 TB HDD	2	Nos
63	Live telecast, Switcher, splitter, video capture card HDMI connection, video switcher etc.	1	Set
64	Video Camera for Live Streaming	2	Nos
65	Online UPS Backup 10KVA	1	Nos
66	Internet Connection for Stage & live streaming 100mbps	1	Set
67	Speaker for Rooms	16	Nos
68	Projection system at rooms and auditorium	2	Nos
69	<b>Branding</b>		
70	Flex with Framing (for unit rate), if required	1000	Sq. Ft.
71	<b>Lighting</b>		
72	Admin Building Tri Colour Lighting	1	L.S.
73	<b>Dining Area Room - 250 Pax for VIP Arrangement</b>		
74	Round Table Set	60	Nos
75	Dinning Coution Chair with cover	250	Nos
76	Food Counter	25	Nos
77	Round Table Bouque	10	Nos
78	<b>Room No. -2</b>		
79	Food Counter	15	Nos
80	Banquet Chair with Cover & Bow	50	Nos
81	Table with Cloth & Frill	50	Nos

82	<b>Back Stage</b>		
83	PVC Carpeting 70'X15'	1050	Sq. Ft.
84	Ceiling Cover 60'X15'	900	Sq. Ft.
85	Bio Toilet	10	Nos.
86	Dinning Table with 04 VVIP Chairs	1	Set
87	Fire Extinguisher (A,B,C class)	20	Nos.
88	Remote Control Curtain Raiser for inaugural Stone with flower decoration	3	Set
89	Bed & pillow with bedsheet and cover	25	Set

**Note:**

- (a) The above quantity/ services **may increase or decrease** as per requirement of the University. Any requirement of additional work may be informed, if required.
- (b) Proposed **Design of Pandal, Stage and Decoration** must be attached with the Technical Bid.
- (c) It is **mandatory** to fill all the columns / details in the **technical** and **financial bid (BOQ)** in the prescribed format. **Else, the bid will be similarly rejected.**

3. **Workmen Safety** The service provider shall alone be fully responsible for safety, security and insurance or life insurance of their engaged personnel during the execution of services. The service provider shall provide and ensure sufficient protection gears like gloves, mask, hat, sling etc. are being used by their workers while carrying out the work, as applicable. The University **shall not be liable/ responsible** for any compensation in case of any fatal injury/ death caused to or by engaged personnel while performing/ discharging their duties or otherwise.

## SECTION - V

### GENERAL CONDITION OF CONTRACT

1. **Bid Security & Tender Fee** The bidder shall submit NEFT/ Online Payment of **Rs. 1,25,000.00 (Rupees One Lakh Twenty Five Thousand only)** towards Earnest Money Deposits (EMD) and **Rs. 1000.00 (Rupees One Thousand only)** towards tender fee to the account of "Central University of Jharkhand, Ranchi" **before the last date of bid submission**. NEFT / Online Payment transfer details for Tender Fee and EMD must be submitted along with the tender document as per the following details: -

- (a) The EMD shall be forfeited, if: -
  - (i) The bidder fails to commence the work as per the award letter for undertaking the job/ acceptance of letter of intent, or
  - (ii) In the event of withdrawal of offer during the validity period, or
  - (iii) Non-confirmation of acceptance of the letter of intent/ work order within the stipulated time as per the letter of intent/ work order issued by the University, or
  - (iv) The successful bidder fails to furnish the required Performance Security **within 02 days** on receipt of notification of award of work order from the University,
  - (v) if the Bidder fails to sign the Contract/ Agreement **within 02 days** on receipt of notification of award of work order from the University.
  - (vi) The bidder withdraws or amends its/ his tender or impairs or derogates from the tender in any respect within the period of validity of the tender.
  - (vii) If any information/ documents furnished by the bidder is found to be incorrect/forged/fake at any stage,.
- (b) Bid Security should remain valid for a period of **45 (Forty Five) days** beyond the final bid validity period.
- (c) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity period or latest by the 30th day after the award of the contract.
- (d) Bid Security should be refunded to the successful bidder on receipt of a performance security.

2. **Performance Security.** On receipt of notification of award of work order from the University, the successful Bidder **within 02 days** shall furnish the performance security of **Rs. 1,25,000.00 (Rupees One Lakh Twenty Five Thousand only)** in the form of DD/NEFT/RTGS in favour of "**Central University of Jharkhand**" **payable at Ranchi**" issued from any of commercial bank in India.

- (a) Performance security should remain valid for a period of **60 days** beyond the date of completion of all contractual obligations of the contract, or/ agreement.
- (b) The Performance Security will be forfeited and credited to the University account in the event of a breach of contract/ agreement by the contractor.
- (c) It will be refunded after 60 days, post successful completion of all contractual obligations and duly performs of all agreed assignments as per agreement.

3. **Contract Period.** The Contract will be valid for a period of **180 days** from the issue of the work order. It may be extended as per requirement of the Competent Authority of the University with same terms and conditions for the maximum period of one year. The contract shall be terminated by the University giving a notice of **30 days** to this effect. However, the contract can

also be terminated by the agency giving a written notice of **90 days**.

4. **Payment Terms & Conditions:** Bill/s shall be submitted for payment by the firm/ agency after successful completion of work along with duly certified following documents: -

- (a) Ink-signed copy of Supplier's Invoice indicating, inter alia description and specification of the goods & Services, quantity, unit price, total value, GST no. of seller & buyer (CUJ), HSN/ SAC No., amount & percentage rate of GST (CGST/ SGST/IGST etc.);
- (b) Bill of Quantity and Inspection Certificate duly signed by the supplier's representative and university authorized official;
- (c) The payment will be made as per actual executed work duly certified by university authorized official;
- (d) Copy of cancelled check/ NEFT detail for making online payment.
- (e) Any other document/ certificate(s) as and if required in terms of the payment/ work order/ tender document.
- (f) Copy of Performance Security

5. The University will release payment **within 30 working days** from the date of the receipt of bills along with all the above necessary documents, if found in order.

6. The successful bidder/firm/service provider **shall not be paid any kind of advance** under any circumstances.

7. **Deduction of Income Tax, GST and so on, at source from payment to suppliers:** This will be done as per existing government rules/ regulations/ laws in force during the currency of the contract.

8. **Refund from Supplier:** if the supplier, after claiming and receiving reimbursements for GST or other taxes and so on, from the purchaser, applies to the concerned authorities for refunds, on genuine grounds, of certain portions of such duties and taxes paid by it and receives the allowable refunds. Such refunds contain the university's share also (out of the payments already made by the university to that supplier) and that should be **refunded to the University**.

9. **Site Visit.** The bidder, at the bidder's own responsibility, risk and expenses, may be encouraged to visit and examine the site and it's surroundings and shall obtain all information that may be necessary for preparing the bid and entering into a contract for the services.

10. **Workmen Safety and Insurance.** The service provider shall alone be fully responsible for safety, security and insurance or life insurance of their engaged personnel during the execution of services. The service provider shall provide and ensure sufficient protection gears like gloves, mask, hat etc. are being used by their workers while carrying out the work, as applicable. The University **shall not be liable/ responsible** for any compensation in case of any fatal injury/death caused to or by engaged personnel while performing/discharging their duties or otherwise.

11. **Prices and Taxes:** Unit prices quoted should be firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to, in writing by both parties. The bidder agrees that any price reduction made with respect to services covered by this order subsequent to placement will be applied to the order.

- (a) **Elements of Price:** Where the price has several components such as the price of the goods, cost of installation and commissioning, operators' training, and so on, bidders

should furnish a cost break-up indicating the applicable prices and taxes for each of such components along with the overall price.

(b) **Currency:** domestic tenderers are to quote and accept their payment in Indian currency; Indian agents of foreign suppliers are to receive their agency commission in Indian currency; costs of imported goods, which are directly imported against the contract, may be quoted in foreign currency (currencies) and will be paid accordingly in that currency; and the portion of the allied work and services, which are to be undertaken in India (like installation and commissioning of equipment) are to be quoted and paid in Indian currency.

12. **Prices should be FOR** – Central University of Jharkhand, Cheri-Manatu, Kanke, Ranchi - All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable taxes until and unless specified in the schedule.

13. **Price Fall Clause:** If at any time prior to delivery of the services, the bidder/supplier reduces the sale price of such services as covered under this tender enquiry, to any organization (including Central/State/Deemed university) at price lower than the price quoted under this contract, he shall forthwith reduce the price payable under this tender for the services being supplied after the date of coming into force of such reduction, the price of services shall stand corresponding reduced.

The goods & services supplied under the agreement, any damage to the property/ establishment / venue of the University and personnel accidental cover of the attendee during the event shall be fully insured in a freely convertible currency against loss or damage incidental to execution of work, transportation, storage and delivery of Goods & Services in the manner specified in the agreement/Tender. If considered necessary, insurance may cover “all risks” including war risks and strike clauses. The amount to be covered under insurance should be equal or above the value of the work order.

14. **Deduction of Income Tax, GST and so on, at source from payment to suppliers:** This will be done as per existing government rules/ regulations/ laws in force during the currency of the contract.

15. **Delivery Period:** All the goods and services should be delivered/ installed **Two days before the Scheduled date of Convocation** (except food and fresh items). If the setting up doesn't get completed in all respect by the date & time mentioned in work order then a penalty as per the tender terms and conditions/ as per the decision of University Authority will be levied.

If any goods & services is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered goods & services not yet supplied, and to purchase/ supply the same from another bidder and to charge the defaulting Bidder for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one day in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the bidder is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Bidder's reasonable control, the university at its option, may elect to take delivery of goods & services and to pay such proportion of the contract price as deemed reasonable by the university.

16. **Liquidated Damages (LD)**: If bidder fails to deliver any of or all goods & services or does not perform the services within the period specified in the agreement, the University reserves the right to, without prejudice to its other remedies under the agreement, deduct from the bill, a sum equivalent to **0.5 % of the price of undelivered goods & services at the agreed price for each day to maximum limit of 10% of the value of goods & services** so undelivered.

17. **Inspection and Acceptance**: Goods & Services procured from bidder shall be inspected by the University or its designee. If deemed necessary by the University, the Bidder shall provide without charge, all reasonable facilities and assistance for such inspection. Any inspection records relating to Goods & Services covered by this agreement shall be made available to the University during the performance of the order.

(a) If any Goods & Services covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written or verbal notice to the Bidder:

(i) rescind the purchase/supply order as to such non-conforming Goods & Services;

(ii) accept such Goods & Services at an equitable reduction in price;

(iii) reject such non-conforming Goods & Services and require the delivery of suitable replacements

(b) If the bidder fails to deliver suitable replacements promptly, the university, with notice of 12 hours, may replace or correct such Goods & Services and charge the bidder the additional cost occasioned thereby, or terminate this order for default. No inspection (including source inspection) test, approval (including design approval) or acceptance of Goods & Services shall relieve the Bidder from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION is in addition to any other rights or remedies provided elsewhere in this order or in Law.

18. **Modification of bids**.

(a) The University reserves the right to alter/modify any or all conditions of this tender document before submission of Technical and Financial bids.

(b) The agencies/ bidders/ firms shall not be permitted to alter or modify their bids after last date of submission of bids.

(c) At any time prior to the deadline for submission of tender, the University may amend the tender documents issuing by addendum/ corrigendum. The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes, if deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Bidder for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Bidder of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by bidder and accepted by the university in a form of amendment/ modified Order issued and signed by the University.



19. **Selection of the Bidder.** For the purpose of selection of the bidder, a Single Stage Two Envelops System (Two Bid System) process will be followed. The response to the tender should be submitted in two parts viz. **Technical Bid & Financial Bid.**

(a) **Technical Bid:** Technical bid should contain information regarding the company/firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration for not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. **(Format-II with Format I –Check List)**

(b) **Financial Bid:** Financial bid should contain rate of the service charge required to be supplied along with tender form, duly filled and signed by the authorized person. Conditional Offer will not be accepted **(Format III)**

(c) The Technical Bid will be opened on the prescribed tender opening date in the presence of agencies/ bidders/ firms or their authorized representative's, wishes to participate. The Financial Bid of all technically qualified agencies/ bidders/ firms will be opened as per the intimated/ scheduled date and time of financial bid opening.

20. **Evaluation of bid.**

(a) Technical Bid along with pre-qualification criteria of this tender will be evaluated by an evaluation committee nominated by competent authority to conclude the tender. Financial bids of bidders who are technically qualified as per evaluation committee will only be opened.

(b) L1 (lowest bid) will be decided on lowest reasonable rate basic (as mentioned in Financial bid).

(c) It is mandatory to fill all the columns / details in the technical and financial bid (BOQ) in the prescribed format. Else, the **bid will be similarly rejected.**

(d) **Unless otherwise stated in the price bid, it will be construed that the price quoted is inclusive of all taxes and duties. No claim in this regard will be entertained at a later stage.**

(e) The price quoted by the bidder should be final and no escalation shall be permitted during the contract period except for statutory levies enhanced or introduced subsequent to the date of submission of the price bid duly supported by documentary evidence.

(f) In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the Reasonableness of the rates quoted by the tenderer in the financial bid.

(g) **The successful bidder/ lowest bidder (L1) will be decided on the basis of overall lowest reasonably quoted rate in Financial Bid. In case of tie, the following criteria will applied as tie breaker: -**

(i) Maximum average annual turnover of last five financial years of the service provider/ firm – if found equal, then;

(ii) Maximum years of Experience of the service provider/ firm

21. **Rejection of Bids:**

(a) If bidders give wrong information/ forged documents in their bid, University reserves the right to reject such bids at any stage and forfeit the **EMD/** Performance Bank Guarantee and cancel the order, if awarded.

(b) **If the technical offer contains any price information the offer will be**

**summarily rejected.**

(c) **If the bidder has quoted the rate NIL, the offer will be summarily rejected.**

(d) Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.

(e) Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection. **All pages of the tender documents have to be duly signed and stamped by the authorised signatory.**

(f) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.

(g) The Tenderer must confirm in their bid acceptance of all the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render /liable the Quotation for rejection.

(h) The University reserves the right to reject any or all the bids without assigning any reason thereof.

(i) Incomplete tenders, amendments and additions to tender after opening are liable to be ignored and rejected.

(j) The Technical Bid will not be considered for bidders who's **Tender Fee** and **EMD** is not found in order.

(k) **It is mandatory to fill all the columns / details in the technical and financial bid (BOQ) in the prescribed format. Else, the bid will be similarly rejected.**

(l) Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. **Use of fluid (whitener) is not allowed and such tenders shall be rejected.** Pages of the tender document are numbered. Additional sheets, if any added by the Service Provider, before last date of submission of bid should also be numbered by him.

22. **Withdrawal of bids.** No bidder will be allowed to withdraw it's bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's **EMD** and other sanctions.

23. **Bid Validity.** Bids should be valid for a period of **180 days** from the date of opening of bid.

24. **Settlements of disputes.** All the disputes shall be initially settled with mutual discussions or arbitration. Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, if any, with regard to providing services and interpretation of any clause in this agreement, the Hon'ble High Court of Jharkhand at Ranchi shall have the Jurisdiction.

25. **Arbitration.** The arbitration proceedings will be followed as enumerated below: -

(a) All disputes or differences arising out of or in connection with the present contract or any part thereof, should be settled by bilateral discussions.

(b) Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator.

- (c) Within sixty (60) days of the receipt of the said notice, at least 03 arbitrators shall be nominated in writing by the authority agreed upon by the parties. One of the arbitrator should be an expert of security or concerned field.
- (d) The seat of Arbitration shall have be at Ranchi.
- (e) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 as amended time to time.
- (f) Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses there to shall be shared equally by the parties, unless otherwise awarded by the arbitrator.
- (g) The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.
- (h) The language of the arbitration shall be English.

26. **Final decision making authority.** The Vice Chancellor, Central University of Jharkhand, Ranchi reserves the right to accept or reject any application and to annul the tender process and reject any or all applications at any time, without assigning any reason or incurring any liability to the bidders.

27. **Assignment/ Subcontracting/ Sublet.** The Firm/ Service provider shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted/ sublet any obligations or work hereunder without the prior written consent of the University.

28. **Cancellations of tender/ Contract:** The University reserves right to accept or reject any or all Bids. The University also reserves the right to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action. The University may cancel agreement entered with bidder in whole or in part, for no cause, upon written, e-mail, or telex notice to the Bidder, in the event that the bidder: -

- (a) Fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) Appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) Files a voluntary petition in bankruptcy; or
- (d) Has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days;or
- (e) Voluntarily ceases trading; or
- (f) Merges with or is acquired by a third party; or
- (g) The delivery of the services is delayed for causes **not attributable to Force Majeure** for more than **15days** after the scheduled date of delivery. ;or
- (h) The firm/service provider is declared bankrupt or becomes insolvent. ;or
- (j) The delivery of services is delayed due to causes of Force Majeure by more than (06 months) provided Force Majeure clause is included in contract. ;or
- (k) The University has noticed that the Service provider has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.;or
- (l) As per decision of the Arbitration Tribunal. ;or
- (m) Assigns any of its rights or obligations under the order to a third party without the university's prior written consent; or

(n) Not enter into an **Agreement** with the University on **Non-Judicial Stamp Paper of Rs.100/-** (Rupees One hundred only) **within 02 days of the issue of letter of Award.**

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Bidder in writing of such cancellation and the Bidder shall thereupon transfer title and deliver to the university such work in progress or completed material/ services as may be requested by the university. The University shall have no liability to the Bidder beyond payment of any balance owing for Material/ service purchased hereunder and delivered to and accepted by the university prior to the Bidder's receipt of the notice of termination, and for work in progress requested for delivery to the university.

29. **Access to Books of Accounts:** In case it is found to the satisfaction of the University that the firm/service provider has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Service provider Commission and penalty for use of undue influence, the firm/service provider, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.

30. **Penalty for use of Undue influence:** The firm/ service provider undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the University or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or dis-favour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the firm/ service provider) or the commission of any offers by the firm/ service provider or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the University to cancel the contract and all or any other contracts with the firm/ service provider and recover from the firm/ service provider the amount of any loss arising from such cancellation. A decision of the University or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the firm/ service provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the firm/ service provider towards any officer/employee of the University or to any other person in a position to influence any officer/employee of the University for showing any favour in relation to this or any other contract, shall render the firm/ service provider to such liability/ penalty as the University may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the University.

31. **Force Majeure clause:**

(a) Neither party shall bear responsibility for the complete or partial non- performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods/ Services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions

of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

32. The Agencies/Firms shall perform all the assigned jobs to the satisfaction of the University and shall be liable for any loss or damage to the University as stated herein:

(a) The Agencies/Firms and its staff shall take due and required steps and precautions to preserve from loss, destruction, waste and misuse, the area so responsibility given to the man do not knowingly lend to any person or Agencies/Firms/Service provider, any effects or assets of the University under its control.

(b) In event of any loss being caused to the University that is prime-facie on account of the negligence and/or dereliction of duties by the Agencies/Firms or its staff, a Joint Committee comprising of a representative of the University and Agencies/Firms shall determine whether the loss is on account of unsatisfactory performance of the Agencies/Firms and in that case it will also determine the compensation to be paid to the University by the Agencies/Firms. The recommendations of the Joint committee will be subject to the approval of the Vice Chancellor, Central University of Jharkhand or his nominee.

(c) The liabilities are met by the Agencies/Firms. For the liabilities the Agencies/Firms may make good such a loss by compensating to the University due to negligence or poor performance by the Agencies/Firms.

(d) However the Agencies/Firms will not be held responsible for the damages caused due to Force Majeure circumstances.

33. In case, the Service Provider **does not execute the work** as per the terms and conditions of the work order/ Agreement, the same shall be **executed through** the some **other firm/ service provider** and the **expenditure**, 'if any', incurred in this regard shall be **recovered** from the Service Provider's Security Deposit and Pending bills.

34. In case, the bidder awarded work order/ letter of intent for services, fail to execute the work/ services as per work order, the University shall award the work to the next higher responsive bidder (L2) at the rates offered by lowest responsive bidder. (Rule 173(xvi) of GFR 2017).

35. Disputes, grievances, if any, between the Service Provider and personnel deployed by it or between deployed personnel, has to be settled/ resolved by the Service Provider only.

36. **Other terms & conditions.**

(a) Central University of Jharkhand reserves the right to verify/ seek confirmation of all original documentary evidence submitted by bidders in support of above mentioned specification for eligibility criterion. In case any information furnished by the bidder is found to be false/ incorrect at any stage, the bid shall be summarily rejected and EMD/PBG shall be forfeited and no correspondence on the same shall be entertained.

(b) If any information furnished by the bidder is found to be incorrect at any stage, it shall be liable to be debarred from tendering/taking up of work in Central University of Jharkhand at least one year or as decided by the University. The Central University of Jharkhand reserves the right to verify the particulars furnished by the bidder independently.

(c) The Central University of Jharkhand reserves the right to reject any or all prospective bidders without assigning any reason and to restrict the list of tendered service providers to any number deemed suitable by it, if too many applications are received satisfying the basic criteria.

(d) The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender document unless it is called for by the University.

(e) After signing the contract, you shall deploy the requisite no. of personnel and commence the services at the earliest as per the terms & conditions of the contract and the directives of the authorities of the university.

37. **The site shall be properly cleaned and maintained after completion of the event and disposing the garbage outside the University Campus, as per environment protection act.**

38. The Goods & Services should be delivered and installed at **Central University of Jharkhand, Cheri-Manatu, Kanke, Ranchi**. Installation, and any other charges, if any, may be included with respective quote of BoQ item.

39. Central University of Jharkhand shall have right to execute any part or all the works per requirement of the University. Central University of Jharkhand can decrease or increase the items mentioned in tender documents.

40. The Convocation is purely an academic event and Hon'ble President of India, Hon'ble Vice President of India and Minister of Cabinet rank along with other dignitaries may participate in this programme, as such prospective bidders are required to fulfill all security protocol in and around the venue in consultation with University Administration, District Administration and Police.

41. **Quantity mentioned in the BOQ is tentative. Final quantity for work / event will be decided by the University and quantity may increase or decrease as per requirement of the University.**

42. Any other Standard C.P.W.D. Form / other forms as applicable/mentioned.

43. **In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation shall be paid towards progress of order/procurement.**

44. **Letter of transmittal.** The bidder should submit the letter of transmittal along with tender document.

## SECTION - VI

### SPECIAL CONDITION OF CONTRACT

1. The service provider's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work.
2. The employed personnel action shall promote goodwill and enhance the image of the University.
3. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by him.
4. The service provider shall acquaint themselves with the proposed site of work.
5. The service provider shall take care of all safety precautions pertaining to work, such as scaffolding, ladder, working platforms, gangways, electric arc/ gas welding, use of hoist and construction machinery.
6. On account of security consideration, some restrictions may be imposed by the security staff on the working / movement of men power and materials etc. The service provider shall be bound to follow all such restrictions/ instructions and he shall organise his work accordingly. No claim on this account, whatsoever, shall be payable.
7. The service provider shall take all precautions to avoid accidents by providing suitable mechanism. He shall be responsible for all damages and accidents caused to existing/ new work due to negligence on his part. No hindrance shall be caused to traffic during the execution of the work.
8. The service provider shall be responsible for the watch and ward of all materials brought by the service provider to site against pilferage and breakage during the period of installation, in campus installed, during usage and thereafter till he/she take back the same out of the campus. The Central University of Jharkhand will not take any responsibility whatsoever damages etc.
9. The service provider shall take all preventive measures against any damage caused by rain, snowfall, floods or any other natural calamity, whatsoever during the execution of the work. The service provider shall be fully responsible for any damage to the Owners property and to the work for which the payment is due to him under the contract. However, the service provider shall maintain an equal to the payment received against the work done, at his own cost. This will also cover the defect liability period. Nothing extra on this account shall be payable to the service provider for maintaining such insurance Policy.
10. The work will be carried out in the manner complying, in all respects, with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the University and nothing extra shall be paid on this account.
11. The service provider shall comply with proper and legal orders and directions of the local or public authority or municipality and abide by their rules and regulations and pay all fees and charges which may be liable.

12. The service provider shall give due notices to Municipal, Police and/or other authorities that may be required under the law/rules under force in the area and obtain all requisite licenses for temporary obstructions / enclosures and pay all charges which may be levied on account of his execution of work under the agreement. Nothing extra shall be payable on this account.
13. All materials to be incorporated in the work shall be arranged by the service provider and shall be in accordance with the specifications laid down.
14. Any material banned by the Government/ University shall not be used in the work.
15. The service provider should submit the samples of all materials for the University for approval. Such samples of materials which affect aesthetics of the work shall also be got approved from the University of the project before bulk supplies. These approved samples shall be preserved and retained in the custody of the University as standards of materials till the completion of the work. The cost of such samples shall be borne by the service provider and nothing shall be payable on this account over the Agreement rates.
16. In case any material / work is found sub-standard the same shall be rejected by the University and the same shall be removed from the site of work within 12 hours, failing which the same shall be got removed by the University at the risk and cost of the service provider without giving any further notice and time.
17. Any materials brought to the site of work by the service provider shall, if required by the University, furnish manufacturer's test certificate or test certificate from approved testing laboratory to establish that the materials procured by the service provider, satisfy the provisions of relevant ISI codes. The testing charges shall be borne by the service provider.
18. The service provider shall supply free of charge the material required for testing. The cost of tests shall be borne by the service provider.
19. The work shall be executed and measured in metric system, as per Tender Document. The metric dimensions given in the schedule of quantities and drawing etc. shall be followed.
20. The service provider shall be responsible for completing the work and for satisfying all terms and conditions of the agreement without any extra payment over his quoted rates unless otherwise specified. The service provider shall quote his rate for various items of work accordingly and no claim whatsoever shall be entertained for any incidental or extra work involved in the execution of the work as per nomenclature of the item and the specifications indicated in the tender documents.
21. Subject to the nomenclature of the item as per schedule of quantities, the specification indicated in the tender documents, the rates quoted shall include cost of all materials including royalty and taxes if any, labour, sundry inputs, execution of work at all heights, levels, pattern and design for all leads, lifts and depths including overhead charges and service provider's profit. Nothing extra shall be paid on this account.
22. The rate shall be inclusive of making design, pattern and execution of work as per drawings, at all levels and heights.



23. The rates shall be inclusive of making any holes or otherwise for fixing any fixture/ frame work and making good the structure to its original shape and finish.
24. Other agencies doing works related with this project will also simultaneously execute the works and the service provider shall afford necessary co-ordination for un-hindered completion of these sub- works.
25. The service provider shall give a satisfactory performance test of installations individually and as a whole to ensure their proper functioning before the work is finally declared and completed and accepted.
26. The service provider shall continue to maintain watch and ward to safeguard the Owner's property in his possession until the same is formally handed over as per directions of the University. Nothing extra over agreement rates shall be paid on this account.
27. All tools, plants and measuring or weighing equipment shall be arranged by the service provider himself and nothing extra shall be paid to the service provider on this account.
28. The quantities of various items incorporated in the tender are approximate. However, the payments shall be made to the service providers on the basis of actual measurements taken at site.
29. The service provider shall protect the adjoining buildings or works and the work under execution from fire and shall make adequate arrangements for fire protection and fire fighting. If any property is damaged, by fire due to the negligence of the service provider, the same shall be repaired by the service provider at his own cost, to the entire satisfaction of University.
30. The service provider shall provide adequate lighting arrangements as approved by the University for carrying out the work during night time, if so required and also provide all other facilities for the labour employed to carry out the work as per direction of University.
31. In order to achieve the targeted date of completion the service provider may have to work in multiple shifts, round the clock including public and gazetted holidays and nothing extra shall be paid on this account.
32. All materials, articles and workmanship shall be of respective best quality and kind for the class described in the schedule of quantities and specifications. All materials, so used in different items of work shall be subject to the approval of the University.
33. All spaces allotted to the service provider as described above shall be vacated and all structures removed from site at any time as and when required and directed by the University, unconditionally and without any reservation. The University will not be obliged to give any reason for such removal. Upon receiving instructions to vacate the space, the service provider shall immediately remove all his structures, materials, etc. from the sources and clear and clean-up the site to the satisfaction of the University.
34. It shall be the responsibility of the Service provider to safeguard the site and ensure that no illegal encroachments are made by outside elements within the area allotted to the service provider.

35. The quantities indicated are tentative. Variation in quantity may accrue to may extent. It may vary to any extent and the service provider should not have any financial or other implications for such variations. The owner reserves to reduce the scope of work of any item if the service provider fails to deliver the works in time and the service provider shall not ask for any financial consideration for such deletion of scope of the work.
36. The service provider shall take photographs of site prior to commencement of work, during construction and after completion of work as suggested and shall submit the photographs in soft and hard copies to Central University of Jharkhand, Ranchi for which no extra payment will be made.
37. Layout of works shall be got checked by University & only then further work shall be taken by after approval.
38. The Service provider will execute the aforesaid works subject to the provisions contained & to the extent applicable for Central University of Jharkhand. CPWD's General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and other arrangements for workers, Specifications, Preambles and Schedule of Quantities and erection & furnishing schedule (all of which will collectively referred to as the 'tender conditions') and strictly in accordance with the Scope of work at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable.
39. Service provider shall provide adequate approved good quality crockery and cutlery (bone china / opal ware) and clean table cloth of good quality on the buffet table.
40. Presentable Utensils for cooking and serving warm food shall also be provided by the service provider.
41. The service provider shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
42. The service provider shall also ensure that staffs deployed for food preparations and services must wear proper and clean uniform, use disposable caps and gloves during cooking and food service respectively.
43. Safety and hygiene of Kitchen, Dining Hall and Adjustment area will be sole responsibility of Service Provider.
44. The University shall not allow any employee of the Agencies/Firms to work inside the University without Gloves and Mask except in cases wherein specifically asked for.
45. If at any stage the involvement of the Service Provider is found, in any, uncalled for activity, inside or outside the premises of the University, which may bring disrepute to the University, the contract is liable to be terminated by the University.
46. The Service Provider will not be permitted to sublet/franchise the work/ services. The proprietor/ authorized person should be present in the campus to carry out the business.

47. No person with any adverse police record will be allowed to work in the University premises.
48. Safety measures are to be provided by the Service Provider themselves. He should install fire extinguisher etc. at appropriate places to prevent fire hazard.
49. The Service Provider will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
50. Authorized officials of the University will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose fine/penalty in case of unsatisfactory service.
51. The quoted price should be inclusive of all charges i.e. Supply, Installation, testing, commissioning, transportation, labour and applicable Govt. Taxes like GST etc.
52. The food served by the Service Provider should be warm and has to be prepared in clean & safe conditions as per the menu while maintaining the proper hygiene standards.
53. The Service Provider should also provide hand sanitizer.
54. The Service Provider should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall.
55. The service provider shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, chewing tobacco, smoking, loitering etc.
56. **The service provider shall depute an experienced and qualified Management Team for seamless management of Convocation.**
57. The service provider's employed staffs, in any circumstances, shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.
58. The service provider's employed staffs, in any circumstances, shall not claim any benefit / compensation/ absorption /regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970.
59. The service provider shall engage the sufficient and appropriate qualified personnel as required for services. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their wages as per the Minimum Wages Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970, Payment of Wages Act, 1936.
60. The Service Provider shall be wholly and exclusively responsible for payment of wages, EPF, ESIC, Bonus etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Minimum Wages Act,

1948, Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970 etc., and CUJ shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.

61. The Service Provider shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.

62. The successful bidder shall enter into an Agreement with the University on Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days of the issue of letter of Award.

63. Non-fulfilment of the condition of executing an agreement/ contract document by the service provider would constitute sufficient ground for annulment of the L-2 of the contract and terms and conditions of EMD will be executed, as per GFR – 225 (vi).

64. The Service Provider shall ensure adherence to all relevant acts/ laws including (as amended time to time): -

- (a) The Contract Labour (Regulations & Abolition) Act, 1970
- (b) The Payment of Wages Act, 1936
- (c) The Workmen Compensation Act, 1923
- (d) Minimum Wages Act, 1948
- (e) ESI Act 1948
- (f) The Employee's Provident Fund and Miscellaneous Provisions Act, 1952
- (g) The Industrial Disputes Act, 1947
- (h) The Payment of Bonus Act, 1965
- (j) The Payment of Gratuity Act, 1972
- (k) The Equal Remuneration Act, 1976
- (l) The inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979
- (m) Food Safety and Standards Authority of India (FSSAI)
- (n) Shop and Establishment Act

65. Employment of Child Labour is totally prohibited and punishable, as per the rule and regulations of Government of India.

66. Penalty: -

(a) In the event of mismanagement, negligence and non-adherence of the terms and condition of the contract, following amount will be imposed as penalty, as decided by the University: -

Sl. No.	Reason of Penalty	Rate of Penalty	Remarks
(i)	Delay in Delivery	10% of rate of delayed delivered items	
(ii)	Deviation of Design	10% of rate of items with deviated design	
(iii)	Deficiency in Quality/ Quantity	10% of rate of deficient quality/ quantity of items	

(b) Additionally, the University may require the service provider to dismiss or remove and immediately replace the employed personnel from the site of work, as per following service conditions, if: -

- (i) He/ She observed to be incompetent to discharge the assigned duties.
- (ii) His/ She misconducts with the university officials or students.
- (iii) He/ She observed to be involved in activities which are considered as threat to the security of university.
- (iv) He/ She observed to be involved in any unlawful activities within the premises or outside of the university.
- (v) He/ She founded intoxicated.
- (vi) He/ She observed in Security risk.
- (vii) He/ She founded in conflict of interest.
- (viii) He/ She founded breach of confidentiality.
- (ix) Instruction/ direction received from University in writing or verbal order by competent authority.

(c) If any personnel employed by the service provider found to be involved in repeated offence (as mentioned above) twice or found involved in any of the two or more offences at a time, the total penalty will be double the above mentioned penalty amount. The concerned involved engaged personnel should be removed from service immediately and university may review the performance of the service provider for termination of contract.

Provided, that such cancellation shall be only on issuance of notice to show cause as to why in view of the default the contract be not cancelled and provided further that it would be open to the University to impose a penalty for forfeiting security deposit in lieu of the cancellation. However, neither the cancellation nor penalty shall be imposed without giving opportunity to show cause against either of the proposed actions and the failure of the service provider to give a satisfactory reply in response thereto within the time allowed for filing reply.

67. Warning: - The Campus of Central University of Jharkhand is NO SMOKING ZONE hence, if any staff of the Agencies/Firms should be found smoking, eating pan, gutka or intoxicants/drugs, due to administrative and financial actions will be taken.

68. The Service Provider shall use only FSSAI/ AGMARK approved branded raw materials and best quality items for preparing the food.

69. Caterers should not use any artificial colour, preservatives and other harmful chemical additives (for example, mono- sodium glutamate) in any of the dishes or even store them in the mess premises.

70. The Service Provider should ensure that all the engaged personnel are vaccinated and free from communicable diseases.

**SECTION - VII**

**TECHNICAL BID**

**Format - I**

**CHECK LIST**

**(To be filled by the bidder and submit supporting documents along with the Technical Bid.)**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

<b>S. No.</b>	<b>Document details</b>	<b>Yes/ No</b>	<b>Page No. of Supporting documents</b>
1	Signed copy of Tender documents		
2	Tender Fee		
3	EMD		
4	Company/ Firm registration details		
5	Authorization details		
6	PAN No.		
7	GST No.		
8	FSSAI Certificate, if applicable		
9	Shop & Establishment Act Registration Certificate		
10	Bank accounts details for NEFT payment		
11	EPFO		
12	ESIC		
13	Attach copy of completion certificate for successfully executing/ completed work orders during <b><u>last five years ended 31<sup>st</sup> March, 2023</u></b> in the area of event management and setting up convocation venue while maintaining VVIP protocol at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute.		
14	Attach copy of completion certificate for successfully executing/ completed work orders for <b>at least one work order</b> for setting up convocation venue to Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute within last <b>five years ended 31<sup>st</sup> March, 2023</b>		
15	Income Tax Return for last five financial years <u>ended 31<sup>st</sup> March, 2023</u>		

16	Certified copies of CA Audited Annual accounts of the last five financial years <u>ended 31<sup>st</sup> March, 2023</u> by comprising following :- (a) Balance sheet (b) Profit and loss Statement (c) Income and expenditure account		
17	Client list and work done list of the similar orders executed during the last seven years.		
18	No. of years of experience for setting up convocation venue and event management (Attach supporting documents)		
19	Proposed <b>Design &amp; photograph</b> of Pandal, Stage, gates, podium, VVIP chair, floral decoration and other decoration including lighting.		
20	Acceptance of all terms / conditions towards after sales / services as mentioned in the bidding document.		
21	Declaration of Non-Black Listing of firm, No family member/ relative at CUJ and other terms & conditions on Non-Judicial Paper (as per <b>Format V</b> )		
22	Signed Un-priced copy of Financial Bid (BOQ) with "Nil" written in Rate and amount Column.		
23	Signed copies of any other documents as mentioned in tender.		
24	Any other supporting documents/ certificate/ information supplied by bidder		

**Note:** The tender shall be submitted offline in two parts (Technical Bid and Financial Bid). No correspondence will be entertained in this matter.

**(Signature of the bidder with stamp of firm with Date)**

**Format - II**

**TECHNICAL BID**

**(A) GENERAL INFORMATION**

Sl. No.	Particular	Details
1	Name of the firm/ service providers/ service provider	
2	Address of the firm/ service providers/ service provider	
3	Mobile No.	
4	E-mail	
5	Tender Fee (DD/Bank Transection No.& Date)	
6	Details of EMD (DD/Bank Transection No. & Date)	
7	Registration Number and date of registration of company / cooperative / service provider / SHG / Society, if any	
8	Year of Establishment	
9	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the bidder is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)	
10	GST Registration no.	
11	PAN Card no.	
12	Bank Accounts Details	
13	FSSAI Certificate, if applicable	
14	Shop & Establishment Act Registration Certificate No.	
15	EPFO Registration No.	
16	ESIC Registration No.	
17	Annual Turnover (Rs. in Lakh) for last five Financial years.	FY 2018-19 Rs..... FY 2019-20 Rs..... FY 2020-21 Rs..... FY 2021-22 Rs..... FY 2022-23 Rs.....
18	Income Tax Return for last five Financial years	FY 2018-19 YES / NO FY 2019-20 YES / NO FY 2020-21 YES / NO FY 2021-22 YES / NO FY 2022-23 YES / NO
19	Performance certificates from previous clients with contact no. from 2018-19 to till date separately in respect of works.	
20	Have you successfully executing/ completed work orders during <b><u>last five years ended 31<sup>st</sup> March, 2023</u></b> in the area of event management and setting up convocation venue while maintaining	



	VVIP protocol at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute.?	
21	Have you successfully executing/ completed work orders for <b>at least one work order</b> for setting up convocation venue to Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute within last <b>five years?</b>	
22	No. of years of experience in setting up the convocation venue and event management	
23	Any other relevant information important in the opinion of the tenderer.	
24	Name and Mobile Number of senior executives, who can be contacted at any time.	

**Note:**

- (a) Attach supporting documents for all the above mentioned details. Bidder may use separate / additional sheet wherever required.
- (b) **It is mandatory to fill all the columns / details in the technical bid in the prescribed format. Else, the bid will be similarly rejected.**

**(Signature of the bidder with stamp of firm with Date)**

**TECHNICAL BID**

**(B) FINANCIAL INFORMATION**

**Financial Analysis:** Furnished following financial details, duly supported by certified copy of audited balance sheet, profit & loss statement for the last five financial years : -

<b>Financial Year</b>	<b>Annual Turn over</b>	<b>Profit / Loss</b>	<b>Remarks</b>
<b>FY 2018-19</b>			
<b>FY 2019-20</b>			
<b>FY 2020-21</b>			
<b>FY 2021-22</b>			
<b>FY 2022-23</b>			
<b>Gross Total</b>			
<b>Average Annual Turnover of five years</b>			

**(Signature of the bidder with stamp of firm with Date)**

**TECHNICAL BID**

**(C) DETAILS OF SIMILAR WORKS COMPLETED DURING LAST FIVE (05) YEARS.**

Sl. No.	Name & address of the organization	Work details	Cost of work in Lakh	Date of Commencement as per the contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/ in progress with details *
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

\*Indicate gross amount claimed and amount awarded by the Arbitrator

**Notes: -**

1. Submit the relevant supporting documents.
2. **Please mention only the works executed equal to or above the qualifying amount.**
3. For stipulated date of completion, submit copy of work order.
4. For actual date of completion, submit copy of completion certificate from the purchaser.
5. Please clearly indicate the works (in the above form) on the basis of which pre-qualification is being sought.

**(Signature of the bidder with stamp of firm with Date)**

## TECHNICAL BID

### (D) : TECHNICAL SPECIFICATIONS (COMPLIANCE STATEMENT)

**Technical specification and requirements for “Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, security/ surveillance camera & other associated facilities for organizing the 03<sup>rd</sup> Convocation of Central University of Jharkhand, Ranchi”.**

Sl. No.	DESCRIPTION	Size/Qty	unit	Yes / No	Remarks
1	<b><u>Entrance Area</u></b>				
2	Box Gate 40' x 20' (Entry & Exit) with flex branding and flower decoration	1	No		
3	Walling From Gate to Side Area 2000' x 10'	20000	Sq. Ft.		
4	Walling Building Entry Side 500' x 10'	5000	Sq. Ft.		
5	Passage PVC Carpeting 500' x 18'	9000	Sq. Ft.		
6	Building Entrance Carpeting 200' x 30'	6000	Sq. Ft.		
7	Room Side Passage Carpeting 200' x 18'	3600	Sq. Ft.		
8	Que Manager/ Mozo	30	nos.		
9	Barricading	500	Rft		
10	Building Entrance Single Gate with Flower Décor	1	No		
11	Selfy Point on educational theme with University logo & 3rd Convocation	3	Nos		
12	Riser for Phogrpahy 3/4 Steps for standing 60 persons approx.	3	Nos		
13	Pandal with Ceilling Building Center Area 100' x 40'	4000	Sq. Ft.		
14	Walling of center area 300' x 12'	3600	Sq. Ft.		
15	<b>VIP Lounge - 6 Nos</b>				
16	Leather Sofa	32	Nos		
17	Center Table	22	Nos		
18	Loung Partition	20	Panel		
19	Center Table Bouque	22	Nos		
20	Customised Toilet with Complete Accessories	2	Nos		
21	Wooden VVIP Chairs	30	Nos		
22	Tower AC (5 ton)	6	Nos		

23	Dressing Table	6	Nos		
24	Cousion Chair with Cover	100	Nos.		
25	VVIP Bouquet	10	Nos.		
26	VIP Bouquet	10	Nos.		
27	<b>Auditorium Side</b>				
28	Ramp 12' X 6'	2	Nos.		
29	Stage Front Flower (Fresh) Décor	80	Rft		
30	Backdrop Flex (70' x 15') with flower decorated boarder	1050	Sq. Ft.		
31	Table Bouquet for green room and stage	20	Nos		
32	President Podium with fresh flower decoration and reading lamp	2	Nos		
33	Deep Stand with flower decoration & Accessories	1	Nos		
34	2 seater Leather Sofa	8	Nos		
35	Wooden VVIP Chairs for Stage	12	Nos		
36	Center table	10	Nos		
37	Door Gate Flower Décor (All entrance of auditorium & Procession pathway)	5	Nos		
38	Extension of Platform in front Row in Audi 60' X 4'	240	Sq. Ft.		
39	<b>Green Room Stage Back Side</b>				
40	01 seater Leather Sofa	10	Nos		
41	Center Table	6	Nos		
42	Bathroom Accessories (Towel, Toiraterly etc.)	2	Nos		
43	Dressing Table	2	Nos		
44	Table bouque	6	Nos		
45	Gate Décor	3	Nos		
46	<b>Others</b>				
47	Entry Gate with Flex at Manatu Village entrance, University Road from ITBP Side and Near ITBP Ring Road	3	Nos		
48	Help Desk & Reception Counter	8	Nos		
49	Signages -2' X 3'	50	Nos		
50	Signages -4' X 5'	50	Nos		
51	Hordings (15' X 20' & above) :- In Side Town for 2 days at/ near Airport, Arogora Chowk, Chandani Chowk, Railway Station	4	Nos		

52	Hordings (15' X 20' & above) :- Near Manatu Village enterance and Near ITBP Ring Road	2	Nos		
53	Standees 6' x 3'	10	Nos		
54	Coution Chairs with cover, if required	100	Nos		
55	PVC Carpeting, if required	10000	Sq. Ft.		
56	<b>Audio Visuals for 02 Days</b>				
57	Sound System with cordless Mike, Speaker, box, etc -	1	Set		
58	LED Screen 12' x 8' with stand	1	Nos		
59	Plasma TV with Live Telecast on stage	3	Nos		
60	CCTV camera with complete asseceries and recording on portable hard disc for two days	50	Nos		
61	Photo Graphy with 1 TB HDD	2	Nos		
62	Videography with 1 TB HDD	2	Nos		
63	Live telecast, Switcher, splitter, video capture card HDMI connection, video switcher etc.	1	Set		
64	Video Camera for Live Streaming	2	Nos		
65	Online UPS Backup 10KVA	1	Nos		
66	Internet Connection for Stage & live streaming 100mbps	1	Set		
67	Speaker for Rooms	16	Nos		
68	Projection system at rooms and auditorium	2	Nos		
69	<b>Branding</b>				
70	Flex with Framing (for unit rate), if required	1000	Sq. Ft.		
71	<b>Lighting</b>				
72	Admin Building Tri Colour Lighting	1	L.S.		
73	<b>Dining Area Room - 250 Pax for VIP Arrangement</b>				
74	Round Table Set	60	Nos		
75	Dinning Coution Chair with cover	250	Nos		
76	Food Counter	25	Nos		
77	Round Table Bouque	10	Nos		
78	<b>Room No. -2</b>				
79	Food Counter	15	Nos		
80	Banquet Chair with Cover & Bow	50	Nos		
81	Table with Cloth & Frill	50	Nos		
82	<b>Back Stage</b>				

83	PVC Carpeting 70'X15'	1050	Sq. Ft.		
84	Ceiling Cover 60'X15'	900	Sq. Ft.		
85	Bio Toilet	10	Nos.		
86	Dinning Table with 04 VVIP Chairs	1	Set		
87	Fire Extinguisher (A,B,C class)	20	Nos.		
88	Remote Control Curtain Raiser for inaugural Stone with flower decoration	3	Set		
89	Bed & pillow with bedsheet and cover	25	Set		

**Note:**

- (a) The above requirement may be increase or decrease as per requirement. Any requirement of additional work may be informed, as per the requirement of the University.
- (b) Proposed Design & photograph of Pandal, Stage, gates, podium, VVIP chair, floral decoration and other decoration including lighting must be attached with the Technical Bid.
- (c) It is mandatory to fill all the columns / details in the technical and financial bid (BOQ) in the prescribed format. Else, the bid will be similarly rejected.

**(Signature of the Tenderer with stamp of firm with Date)**

**FINANCIAL BID / BOQ**

**Scope of work:** “Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, security/ surveillance camera & other associated facilities for organizing the 03<sup>rd</sup> Convocation of Central University of Jharkhand, Ranchi”

1. Name and full address of the Agencies/Firms: (with Email Id & Tel./ Mobile No.)  
 .....  
 .....

2. The details of items (BOQ) are as follows:-

Sl. No.	DESCRIPTION	Size/Qty	unit	Rate per Unit	Total Amount
1	<b><u>Entrance Area</u></b>				
2	Box Gate 40' x 20' (Entry & Exit) with flex branding and flower decoration	1	No		
3	Walling From Gate to Side Area 2000' x 10'	20000	Sq. Ft.		
4	Walling Building Entry Side 500' x 10'	5000	Sq. Ft.		
5	Passage PVC Carpeting 500' x 18'	9000	Sq. Ft.		
6	Building Entrance Carpeting 200' x 30'	6000	Sq. Ft.		
7	Room Side Passage Carpeting 200' x 18'	3600	Sq. Ft.		
8	Que Manager/ Mozo	30	nos.		
9	Barricading	500	Rft		
10	Building Entrance Single Gate with Flower Décor	1	No		
11	Selfy Point on educational theme with University logo & 3rd Convocation	3	Nos		
12	Riser for Phogrpahy 3/4 Steps for standing 60 persons approx.	3	Nos		
13	Pandal with Ceilling Building Center Area 100' x 40'	4000	Sq. Ft.		
14	Walling of center area 300' x 12'	3600	Sq. Ft.		
15	<b>VIP Lounge - 6 Nos</b>				
16	Leather Sofa	32	Nos		



17	Center Table	22	Nos		
18	Loung Partition	20	Panel		
19	Center Table Bouque	22	Nos		
20	Customised Toilet with Complete Accessories	2	Nos		
21	Wooden VVIP Chairs	30	Nos		
22	Tower AC (5 ton)	6	Nos		
23	Dressing Table	6	Nos		
24	Cousion Chair with Cover	100	Nos.		
25	VVIP Bouquet	10	Nos.		
26	VIP Bouquet	10	Nos.		
27	<b>Auditorium Side</b>				
28	Ramp 12' X 6'	2	Nos.		
29	Stage Front Flower (Fresh) Décor	80	Rft		
30	Backdrop Flex (70' x 15') with flower decorated boarder	1050	Sq. Ft.		
31	Table Bouquet for green room and stage	20	Nos		
32	President Podium with fresh flower decoration and reading lamp	2	Nos		
33	Deep Stand with flower decoration & Accessories	1	Nos		
34	2 seater Leather Sofa	8	Nos		
35	Wooden VVIP Chairs for Stage	12	Nos		
36	Center table	10	Nos		
37	Door Gate Flower Décor (All enterance of auditorium & Procession pathway)	5	Nos		
38	Extension of Platform in front Row in Audi 60' X 4'	240	Sq. Ft.		
39	<b>Green Room Stage Back Side</b>				
40	01 seater Leather Sofa	10	Nos		
41	Center Table	6	Nos		
42	Bathroom Accessories (Towel, Toiratery etc.)	2	Nos		
43	Dressing Table	2	Nos		
44	Table bouque	6	Nos		
45	Gate Décor	3	Nos		
46	<b>Others</b>				
47	Entry Gate with Flex at Manatu Village enterance, University Road from ITBP Side and Near ITBP Ring Road	3	Nos		

48	Help Desk & Reception Counter	8	Nos		
49	Signages -2' X 3'	50	Nos		
50	Signages -4' X 5'	50	Nos		
51	Hordings (15' X 20' & above) :- In Side Town for 2 days at/ near Airport, Arogora Chowk, Chandani Chowk, Railway Station	4	Nos		
52	Hordings (15' X 20' & above) :- Near Manatu Village entrance and Near ITBP Ring Road	2	Nos		
53	Standees 6' x 3'	10	Nos		
54	Coution Chairs with cover, if required	100	Nos		
55	PVC Carpeting, if required	10000	Sq. Ft.		
56	<b>Audio Visuals for 02 Days</b>				
57	Sound System with cordless Mike, Speaker, box, etc -	1	Set		
58	LED Screen 12' x 8' with stand	1	Nos		
59	Plasma TV with Live Telecast on stage	3	Nos		
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61	Photo Graphy with 1 TB HDD	2	Nos		
62	Videography with 1 TB HDD	2	Nos		
63	Live telecast, Switcher, splitter, video capture card HDMI connection, video switcher etc.	1	Set		
64	Video Camera for Live Streaming	2	Nos		
65	Online UPS Backup 10KVA	1	Nos		
66	Internet Connection for Stage & live streaming 100mbps	1	Set		
67	Speaker for Rooms	16	Nos		
68	Projection system at rooms and auditorium	2	Nos		
69	<b>Branding</b>				
70	Flex with Framing (for unit rate), if required	1000	Sq. Ft.		
71	<b>Lighting</b>				

72	Admin Building Tri Colour Lighting	1	L.S.		
73	<b>Dining Area Room - 250 Pax for VIP Arrangement</b>				
74	Round Table Set	60	Nos		
75	Dinning Coution Chair with cover	250	Nos		
76	Food Counter	25	Nos		
77	Round Table Bouque	10	Nos		
78	<b>Room No. -2</b>				
79	Food Counter	15	Nos		
80	Banquet Chair with Cover & Bow	50	Nos		
81	Table with Cloth & Frill	50	Nos		
82	<b>Back Stage</b>				
83	PVC Carpeting 70'X15'	1050	Sq. Ft.		
84	Ceiling Cover 60'X15'	900	Sq. Ft.		
85	Bio Toilet	10	Nos.		
86	Dinning Table with 04 VVIP Chairs	1	Set		
87	Fire Extinguisher (A,B,C class)	20	Nos.		
88	Remote Control Curtain Raiser for inaugural Stone with flower decoration	3	Set		
89	Bed & pillow with bedsheet and cover	25	Set		
<b>Grand Total</b>					

**Grand Total (in word): Rupees.....**

/We agree to undertake above work in an amount of Rs. \_\_\_\_\_/-inclusive of all charges i.e. Supply, Installation, testing, commissioning, transportation, labour and applicable Govt. Taxes as per the terms and condition of tender document.

**(Signature of the bidder with stamp of firm with Date)**

**Note:**

- (a) The above requirement may be increase or decrease as per requirement. Any requirement of additional work may be informed, as per the requirement of the University.
- (b) Proposed Design & photograph of Pandal, Stage, gates, podium, VVIP chair, floral decoration and other decoration including lighting must be attached with the Technical Bid.
- (c) The quoted rate should be inclusive of all charges i.e. Supply, Installation, testing, commissioning, transportation, labour and applicable Govt. Taxes (GST), as per the terms and condition of tender document.
- (d) It is mandatory to fill all the columns / details in the technical and financial bid (BOQ) in the prescribed format. Else, the bid will be similarly rejected.

**NATIONAL ELECTRONIC FUNDS TRANSFER (NEFT) – MANDATE FORM**

- (1) Name of Account holder: \_\_\_\_\_
- (2) Bank Name: \_\_\_\_\_
- (3) Bank Branch Address: \_\_\_\_\_
- (4) Account Type: Savings/Current/Cash Credit/NRI \_\_\_\_\_
- (5) Account No. \_\_\_\_\_  
(Bank account number should be written from left to right)
- (6) IFS Code: \_\_\_\_\_
- (7) MICR Code. : \_\_\_\_\_
- (8) Bank Registered Mobile number: \_\_\_\_\_
- (9) Bank Registered E-Mail Id: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Account holder

Date:

**Enclosure:-**

(a) Cancelled cheque leaf

Or

(b) if cheque is not having the name of bank holder then Photo copy of the page of Bank pass book containing details of Bank accounts number, IFS code etc.

**DECLARATION BY THE BIDDER**

***(On letter head of the agency/firm)***

I/We\_\_ Proprietor of M/s.\_\_\_\_\_do hereby declare following, that : -

1. The firm/ company namely M/s.\_\_\_\_\_**has not been blacklisted or debarred** in the past by Union / State Government or organization from taking part in Government tenders in India.
2. Neither myself nor any of my family members are employee of the Central University of Jharkhand.
3. I/ We do accept all the terms and conditions of the tender documents towards “Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, security/ surveillance camera & other associated facilities for organizing the 03<sup>rd</sup> Convocation of Central University of Jharkhand, Ranchi”
4. I/We have not involved any litigation, current or during the last five years, the parties concerned and disputed amount.
5. All services shall be performed by persons qualified and experienced in performing such services.
6. In any circumstances, I or our engaged personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.
7. In any circumstances, the engaged personnel by our service provider shall not claim any benefit / compensation/ absorption /regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970.
8. I/We shall replace immediately any of its personnel, if they are found to be unacceptable by the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the University in writing or verbal.
9. I/We shall not engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Service provider Commission and penalty for use of undue influence, the firm/service provider, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.
10. I/We shall be responsible for all the acts of the engaged personnel and will be liable for penalties as decided/ promulgated by the University.

11. The University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.

12. I/We shall enter into an **Agreement** with the University on **Non-Judicial Stamp Paper of Rs.100/-** (Rupees One hundred only) **within 02 days of the issue of letter of Award**. Non-fulfilment of this condition of executing an agreement/ contract document by the service provider would constitute sufficient ground for annulment of the award of the contract and forfeiture of Earnest Money Deposit.

13. The information furnished in the Technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof shall be given.

14. In case the above information found false, I / We are fully aware that the tender/ contract will be rejected / cancelled by the Central University of Jharkhand, Bid Security / Performance Security shall be forfeited and will be debarred from any future tendering process. Pay the penalty as fixed by the University in addition to forfeiture of the performance guarantee for causing administrative inconvenience to the University. The University may also initiate the process of blacklisting our firm/service provider for the breach of contract. In addition to the above, Central University of Jharkhand, will not be responsible to pay the bills for any completed / partially completed work.

**Deponent**

Witness:-

1. ....
2. ....