



झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

(भारतीय संसद के अधिनियम, 2009 द्वारा स्थापित)
(Established by an act of Parliament of India, 2009)

Tender No.: CUJ/GA/Convocation/17/2019/671

Date: 30th November, 2019

NOTICE INVITING TENDER (NIT)

Name of the Work/Services: “**Tender for Event Management Agencies / Firms & Companies to provide logistics support for setting up convocation venue i.e. Pandal, Stage & other associated facilities along with supply of Food for VVIPs, VIPs, Officers, Staffs and Students for organizing the 01st Convocation of Central University of Jharkhand, Ranchi. ”**

Schedule of Tender Process:

(i) Opening/Publication of Tender	:	02 nd December, 2019
(ii) Pre-Bid Meeting	:	13 th December, 2019 (03.00 pm)
(iii) Last date and time for Submission of tender documents	:	23 rd December, 2019 (04.00 pm)
(iv) Date and time of Tender Opening (only Technical bid)	:	31 st December, 2019 (11.00 am)

1. The tender documents may be downloaded from official website of Central University of Jharkhand, Ranchi (www.cuj.ac.in) as per the schedule given above. **Bidders are requested to follow the instructions carefully as per the tender document given in the website.**
2. The tenders shall be submitted in two parts viz. Technical Bid and Financial Bid, along with all the tender documents as available on website and the Tender acceptance Letter duly signed and numbered in all pages. Overwriting should not be made. If there is any overwriting, it must be signed by the bidder before submitting. In case of non-submitting of copies of documents specified, such bids shall be summarily rejected.
3. Interested firms/agencies/companies are advised to visit University website www.cuj.ac.in regularly till closing date of submission of tender for any corrigendum/addendum/amendment. After closing date, any notice regarding tender will be notified in University website.
4. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time without any further notice.



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NIT Details

Central University of Jharkhand, Ranchi invites tender from reputed Event Management Agencies / Firms & Companies to provide logistics support for setting up convocation venue i.e. Pandal, Stage & other associated facilities along with supply of Food for VVIPs, VIPs, Officers, Staffs and Students for organizing the 01st Convocation of Central University of Jharkhand, Ranchi to be held in the month of February / March, 2020 as per the eligibility criteria mentioned in the tender document through Registered / Speed Post / Courier / By hand.

The details of work are given below:-

1	NIT No.	CUJ/GA/Convocation/17/2019/671
2	Name of Work	Event Management Agencies / Firms & Companies to provide logistics support for setting up convocation venue i.e. Pandal, Stage & other associated facilities along with supply of Food for VVIPs, VIPs, Officers, Staffs and Students for organizing the 01 st Convocation of Central University of Jharkhand, Ranchi. (Capacity – 1000 apx. persons including VVIPs, VIPs, Officers, Staffs and Students)
3	Tender Processing Fee (In Rs.)	Rs. 5000.00 through Account Payee Demand Draft in favour of “Central University of Jharkhand” payable at Ranchi. (Non-Refundable)
4	Earnest Money Deposit (In Rs.)	Rs. 5,00,000.00 through Account Payee Demand Draft from any of the Commercial Banks in favour of “Central University of Jharkhand” payable at Ranchi.
5	Performance Guarantee (In Rs.)	Rs. 10,00,000.00 through Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in favour of “Central University of Jharkhand” payable at Ranchi.
6	Date of Completion of Set-up & Penalty	Two days before of Convocation Scheduled. If the setting up doesn't gets completed in all respect by the date & time mentioned in work order then a penalty as per the decision of University Authority will be levied.
7	Mode of submission of tender	Off-Line mode only
8	Pre-Bid Meeting	03.00 PM on 13 th December, 2019 in the Conference Hall, Brambe Campus, Central University of Jharkhand, Brambe, Ranchi. Bidders who are interested can attend the same.
9	Last date and time for submission of tender	Up to 04.00 PM on 23 rd December, 2019. Tender documents will be downloaded from the University website only. i.e. www.cuj.ac.in
10	Date & Time of Opening of Technical Bid	11.00 AM on 31 st December, 2019 in the Conference Hall, Brambe Campus, Central University of Jharkhand, Brambe, Ranchi. Bidders who are interested can attend the same.



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11	Date & Time of opening of Financial Bid of Qualified Bidders	Technically qualified bidders will be informed by e-mail.
12	Technical Qualifying Criteria	Apart from other Eligibility Criteria and Terms & Conditions mentioned in the tender document, the bidder should have done at least one convocation event in the Universities/IITs/IISERs/NITs/ IIM/IIIT or other similar type of institutions in last five years and having minimum annual average turnover of Rs. 80.00 Lakhs in the last three consecutive years .
13	Insurance	The successful bidder will have to take the suitable insurance for the entire setup having value not less than the awarded cost and the same to be submitted to the University before event/agreement.
14	Certification	After completion of the erection of structure / setting up, the contractor will have to get the structure assessed by the registered structural engineer / firm for its structural stability & will have to get the certificate from the same and has to submit the certificate to Central University of Jharkhand, Ranchi before event.
15	Special Condition	If any power failure / sound failure happens even for amoment due to failure of DG or UPS or due to insufficient diesel/operator or for the reason not mentioned here in then a penalty of Rs. 25,000/- would be levied and if the failure prolonged beyond a minute then the competent authority of Central University of Jharkhand, Ranchi will fix a penalty deemed fit to them & the same would be binding on the contractor.



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General Terms and Conditions & Eligibility Criteria

1. Tenders are to be submitted in two bids system i.e. Technical Bid and Commercial /Financial Bid separately (in separate envelopes).
2. Only **reputed and eligible firms / Agency** need to submit their tender.
3. The minimum average annual turnover of the bidding firm, during last three consecutive years should not be less than Rs. 80.00 lakhs. This turnover should exclusively be related to event management work.
4. The bidder should have done at least one convocation event compulsorily in the Universities/IITs/ IISERs/NITs/IIM/IIIT or other similar type of institutions in last five years. Firms who have not done one convocation event, their bid will not be considered.
5. The bidder should also have experience of handling the VVIPs Protocol movement.
6. Tenderer should have to deposit separate amount for each “Tender fee and EMD in favour of “Central University of Jharkhand” payable at Ranchi through Account Payee Demand Draft from any of the Commercial Banks and to be submitted along with the technical Bid. The earnest money of all unsuccessful tenderers will be returned to them at the earliest within 15 days after finalization of bids.
7. Items and services required for this function are given in **Annexure- B**.
8. (a) Tender for “Event Management Agencies / Firms & Companies to provide logistics support for setting up convocation venue i.e. Pandal, Stage & other associated facilities along with supply of Food for VVIPs, VIPs, Officers, Staffs and Students for organizing the 01st Convocation of Central University of Jharkhand, Ranchi” must be submitted in a sealed cover envelope, addressed to The Registrar, Central University of Jharkhand, Brambe, Ranchi – 835 205 by Registered / Speed Post / Courier / By hand so as to reach **on or before 23rd December, 2019 upto 04.00 PM** (The last date for submission of the tender).
(b) Tender without earnest money will be rejected.
(c) Belated tenders due to postal or any other kind delay will not be considered.
(d) The cover of the sealed envelope should be super scribed and quoted thereon as: Tender for Event Management Agencies / Firms & Companies to provide logistics support for setting up convocation venue i.e. Pandal, Stage & other associated facilities along with supply of Food for VVIPs, VIPs, Officers, Staffs and Students for organizing the 01st Convocation of Central University of Jharkhand, Ranchi. (The details are attached at page no. 14)*
9. The Central University of Jharkhand, Ranchi reserves the right to extend the due date and or the date of opening the tenders.



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10. Authorized person of the bidder should mark all the leaflets in the offer with signature and seal.
11. The intending bidder should submit the detail of previous similar work executed by him along with photographs, list of material used in the work. List of organization served must be enclosed alongwith documentary evidences, satisfactory certificate from clients etc.
12. **The prospective bidders are advised to visit Permanent Campus of Central University of Jharkhand which is stituted in Cheri-Manatu, Kanke Block, Ranchi before pre-bid meeting / bidding to access the actual requirement of work and site condition. No advance payment shall be made.** Payment shall be made within 30 days after successful completion of the event and submission of satisfactory certificate by the organizing committee, through Bank transfer / Cheque and after TDS and submission of necessary documents as per rule.
13. The other special conditions are mentioned in tender.
14. The rates of applicable tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.
15. The Agencies to provide and install all the items well before two days in advance of event scheduled. The site shall be properly cleaned after completion of the event and disposing the garbage as per environment protection act.
16. The material should be delivered and installed at Central University of Jharkhand, Permanent Campus, Cheri-Manatu, Kanke Block, Ranchi. Installation, and any other charges, if any, may be included with respective quote of BOQ item.
17. Normally payment shall be made via Bank transfer/Cheque within 30 days after completion of event to our entire satisfaction and after submission of bill with proper enclosures, certified by the University representative authorized by the Competent Authority. (if any).
18. The Central University of Jharkhand, Ranchi is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
19. The price should be quoted on prescribed price schedule and must be submitted in a properly sealed envelope superscribed "Price Bid".
20. All the columns of the annexure attached should be properly filled. The rates and units shall not be overwritten in the price schedule. The Tender should be signed by the authorized signatory of the firm.
21. Any deviation, variation of non-compliance of the terms and conditions by the tenderers shall be considered as a breach of contract and Central University of Jharkhand reserves the right to forfeit the amount of earnest money and take action as per legal procedure.



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22. Agencies black listed and suspended from carrying out business by any Government office need not submit their quote. Suppression of facts in this regard will be taken seriously.
23. If any dispute arises, the Committee constituted by Central University of Jharkhand, Ranchi, shall be the sole Arbitrator whose decision in the matter shall be final and binding.
24. Central University of Jharkhand reserves the right to accept or reject any or all offers in full or in part without assigning any reason(s) thereof.
25. The tenderers shall have to give an undertaking that the terms and conditions of the tender are acceptable to the tenderers.
26. Central University of Jharkhand shall have right to execute any part or all the work as per requirement of the University. Central University of Jharkhand can decrease or increase the items mentioned in tender documents.
27. Rate should be quoted as per annexure-B of the tender document. Bidders are required to quote all such items also which is not included in the list of price schedule, if they feel so, for proper conducting of this event for our convocation.
28. The Convocation is purely an academic event and Hon. President of India, Hon. 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.
29. Quantity (BOQ) mentioned in the annexure-B 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.
30. The Competent Authority on behalf of the Central University of Jharkhand, Ranchi does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
31. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
32. The Competent Authority on behalf of the Central University of Jharkhand, Ranchi reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.



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33. The bid for the works shall remain open for acceptance for a period of one hundred twenty (120) days from the date of opening of Financial Bid. If any bidders withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the university, then Central University of Jharkhand, Ranchi shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money. Further the bidders shall not be allowed to participate in the rebidding process of the work.

34. This notice inviting Bid shall form a part of the agreement document. The successful bidders/ contractor, on acceptance of his bid by the Accepting Authority shall within 03 days from the stipulated date of start of the work, sign the contract consisting of:-

- i) The Notice Inviting Bid, all the documents including General conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
- ii) Any other Standard C.P.W.D. Form / other forms as applicable/mentioned.

35. If there are any clarifications, may be obtained from the University. Bidder should take into account the corrigendum (if any) which will be published on the University website only, before submitting the bids.

36. It is required that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and submit the documents as asked; otherwise, the bid will be rejected.

37. The price bid format is provided in a spread sheet as a Annexure-B i.e. BOQ (price bid), the rates offered should be entered in the allotted space only and filling the relevant columns. The Price Bid/BOQ template must not be modified /replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

38. IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering/ taking up works in Central University of Jharkhand, Ranchi.

39. TAXES:

- i) Contractor should get registered under GST and tax as applicable as per the extant order on the subject work shall be paid by the contractor to concerned department.
- ii) Income Tax and cess as applicable shall be deducted from bill paid to the contractor.
- iii) Any other taxes/cess as per government directives shall be deducted from bill paid to the contractor from time to time.

40. Overhead Charges: The quoted price (final offer) must include all overheads such as Packing, Forwarding, Loading/Unloading, Transporting, Postage/Courier, Octroi, Freight, and Insurance and applicable taxes etc.



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41. Additional Charges if any, for Installation, Packing-Unpacking, Loading/Unloading, erection, Commissioning, Inspection, Certification, Extended Warranty any other charge(s) must be included in the quoted rate amount only.

42. Liquidated Damages: As time is the essence of this contract, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part will not be accepted and penalty for late delivery will be imposed @ 20% of the total value of supply order. In case of delay in erection, Installation, commission, demonstration, dismantling, Inspection, Certification etc, same rate of penalty shall be liveable.

43. Cancellation: Central University of Jharkhand reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.

44. 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.

45. For any dispute, the place of jurisdiction shall be Ranchi only & decision of Competent Authority of Central University of Jharkhand shall be final.

46. Lowest Tenderer shall be decided on the Basis of Aggregate amount (Quoted) of all the items of Schedule of Quantities (BOQ).

47. **Evaluation criteria:** At first stage envelopes of technical bid will be opened and applicant who will fulfil the eligibility criteria of Advertisement, Financial bids of shortlisted/qualified vendors will be opened accordingly.

On the basis of eligibility criteria set out in the tender bid, a duly constituted Committee will shortlist the vendors. Depending on the number of proposals received, the Committee may at its discretion apply additional short listing criteria to provide a level playing field to all vendors as well as to ensure that only competent, resourceful and experienced vendors are shortlisted for the next stage of selection process which will be the financial bid. It is needless to emphasise that the Convocation will be attended by very high level dignitaries. The arrangements therefore will have to be flawless be made and warrant a high level of efficiency, experience and resourcefulness on the part of the agency engaged for the purpose.



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SPECIAL CONDITIONS OF CONTRACT

1. The tenderer shall acquaint themselves with the proposed site of work.
2. The contractor 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.
3. 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 contractor 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.
4. The contractor 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.
5. The contractor shall be responsible for the watch and ward of all materials brought by the contractor 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.
6. The contractor 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 contractor 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 contractor 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 contractor for maintaining such insurance Policy.
7. 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.
8. The contractor 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.
9. The contractor 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 leviable on account of his execution of work under the agreement. Nothing extra shall be payable on this account.
10. All materials to be incorporated in the work shall be arranged by the contractor and shall be in accordance with the specifications laid down.



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11. Any material banned by the University shall not be used in the work.
12. The contractor 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 Contractor and nothing shall be payable on this account over the Agreement rates.
13. 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 contractor without giving any further notice and time.
14. Any materials brought to the site of work by the contractor 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 contractor, satisfy the provisions of relevant ISI codes. The testing charges shall be borne by the contractor.
15. The contractor shall supply free of charge the material required for testing. The cost of tests shall be borne by the contractor.
16. The work shall be executed and measured in metric system. The metric dimensions given in the schedule of quantities and drawing etc. shall be followed.
17. The contractor shall be responsible for completing the work and for satisfying all terms and conditions of the Contract without any extra payment over his quoted rates unless otherwise specified. The contractor 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.
18. 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 contractor's profit. Nothing extra shall be paid on this account.
19. The rate shall be inclusive of making design, pattern and execution of work as per drawings, at all levels and heights.
20. 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.



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21. Other agencies doing works related with this project will also simultaneously execute the works and the contractor shall afford necessary co-ordination for un-hindered completion of these sub-works.
22. The contractor 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.
23. The contractor 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.
24. All tools, plants and measuring or weighing equipment shall be arranged by the contractor himself and nothing extra shall be paid to the contractor on this account.
25. The quantities of various items incorporated in the tender are approximate. However, the payments shall be made to the contractors on the basis of actual measurements taken at site.
26. The contractor 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 contractor, the same shall be repaired by the contractor at his own cost, to the entire satisfaction of University.
27. The contractor 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.
28. In order to achieve the targeted date of completion the contractor may have to work in multiple shifts, round the clock including public and gazetted holidays and nothing extra shall be paid on this account.
29. 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.
30. The contractor shall be responsible for all statutory provisions and deductions towards ESI, PF or any other, as the case may be or any other levies and taxes shall be borne by the contractors. The TDS and Contract Tax or any other statutory levels/taxes incorporated from time to time shall be deducted progressively from the running account bills, as applicable at the time of payment. No claim in this regard shall be entertained.
31. The contractor is supposed to abide the minimum wages act and make payment their workman as per minimum wages act, and shall produce all records to the University or any other statutory



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authority as and when called for. The University does not hold any responsibility on account of any

lapses in this regard.

32. All spaces allotted to the contractor 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 contractor shall immediately remove all his structures, materials, etc. from the sources and clear and clean-up the site to the satisfaction of the University.

33. It shall be the responsibility of the Contractor to safeguard the site and ensure that no illegal encroachments are made by outside elements within the area allotted to the contractor.

34. The quantities indicated are tentative. Variation in quantity may occur to any extent. It may vary to any extent and the contractor should not have any financial or other implications for such variations. The owner reserves the right to reduce the scope of work of any item if the contractor fails to deliver the works in time and the contractor shall not ask for any financial consideration for such deletion of scope of the work.

35. Any item which is not available in the BOQ shall be paid as per actual cost of the materials in the market and actual cost of the labour plus 10% as overhead and profit. The decision of University will be conclusive and final binding on the contractor.

36. The contractor 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 Contractor 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. Agencies Black listed and Suspended from carrying out business by any Government offices, Autonomous bodies, Educational and/or research institutes, PSUs etc need not submit their quote. Suppression of information in this regard will be taken seriously.



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statutory obligations applicable for the work. Central University of Jharkhand will not be responsible for any of the compliances or lapses in respect of the aforesaid.

40. The contractor is solely responsible for compliance of all labour laws and other associated



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41. Agency shall provide adequate approved good quality crockery and cutlery (Preferably bone china / opal ware) and clean table cloth of good quality on the buffet table.
42. Presentable Utensils for cooking and serving warm food shall also be provided by the agency.
43. The agency shall ensure that staffs deployed in catering services are free from any infection or communicable diseases.
44. The agency 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.
45. The bidders must ensure that the food is prepared sufficiently to avoid any shortage during service time. If it is observed that the food (even if it is single food item) is falling short and is not available on buffet counter for service to the guests, **a penalty of Rs. 10,000.00 (Rs. Ten Thousand only)/ item (Dishes) will be imposed on the agency.**
46. All dishes should be made from fresh and good quality raw materials. If found using stale or non fresh items the **vendors will be penalised of 10% of their actual bill amount and they will be debarred/ blacklisted from serving in CUJ in future.**
47. The tenderer should have license under Food Adulteration Act 1955/FSSAI.
48. The tenderer should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall. All the surrounding area of the premises should be cleaned.
49. Employment of child laborers (below 18 years) is totally prohibited.
50. The contractor will not be permitted to sublet/franchise the Canteen.



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Technical Bid (Envelope-I):

List of Documents to be Submitted

The following documents/certificates are required to be submitted in the sealed envelope of Technical Bid: (envelope - I)

- i) Certificate of work experience as required
- ii) Certificate of Annual turn over as required
- iii) Certificate of Registration for GST
- iv) EPF/ESI registration certificates
- v) Permanent Account Number (PAN)
- vi) Registration certificate of firm (If any)
- vii) Bank Account No.
Details of IFSC Code
Bank Name and Address
- viii) TDS (previous 3 years)
- ix) Balance sheet (previous 3 years)
- x) Payment details towards cost of tender processing fee and EMD-cum-SD.
- xi) Undertaking having gone through the documents as per the Technical bid.
- xii) Any other document that bidder felt necessary in support of his candidature.

Financial Bid (Envelope-II):

Financial bid should be submitted in a separate sealed envelope containing schedule of Financial bid in the form of BOQ enclosed as an annexure - B.

Both the envelope i.e. I & II should be put up in a separate envelope duly sealed.

Note: Lowest Tenderer will be decided on the Basis of Aggregate amount (Quoted) of all the items of Schedule of Quantities (BOQ).



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Annexure – A

TECHNICAL BID

Tender for Event Management Agencies / Firms & Companies to provide logistics support for setting up convocation venue i.e. Pandal, Stage & other associated facilities along with supply of Food for VIPs, Officers, Staffs and Students for organizing the 01st Convoaction of Central University of Jharkhand, Ranchi to be held in the month of September, 2019.

Tenderer are required to fill the following details. Tenders with ineligible/incomplete/false Information will be summarily rejected.

1. Tender Notification No. :
2. Name of tenderer & name of firm :
-
3. Registration No. of the firm :
4. Complete address of Tenderer :
- E-mail.: Mobile
5. Permanent Account No. (PAN) :
6. GST Registration No. :
7. Bank Account No. :
- Details of IFSC Code :
- Bank Name and Address :
9. Details & Date of Tender Fee
10. Details & Date of E.M.D
11. ITR (previous 3 years) (Copy Enclosed).....
13. Balance sheet (previous 3 years) (Copy Enclosed).....
14. Annual turnover :.....
- 15 Certificate of work experience copy for the work already done
16. EPF/ESI registration certificates:.....

I have read and understood all terms and conditions of tender and submitting this tenderdocument.

Signature of tenderer
Name & Seal



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Annexure-B

FINANCIAL BID (BILL OF QUANTITY)

(To be submitted in the separate envelop)

Sl. No.	Description of Item	Qty.	Unit	Rate	Amount (In Rs.)
	Pandal				
1	Waterproof dome having germen aluminium structure with minimum clear shorter span of 40 m so as to generate 2400 sq.m. area covered with 885 GSM high tensile triple layered fire retardant PVC fabric on top & sides from outer side and new white fabric in ceiling & wall from inner sides. Entire inside floor will have new green carpet and passages with red-carpet as required.	1	No.		
A	Doors for entry/exit the doors should have the provision of min. 50% glass area on upper half in order to ensure clear visibility of opening.	2	Nos.		
B	Signages i.e. 5 nos.(1no. of min. 8 feet width & 4 no. of min. 6 feet width) on the front & 4 nos. each of min.6 feet width on to sides in the dome.	150	Sq. Ft.		
2	CGI Sheet shed with ceiling, walling, platform, carpet and door for Robbing room and management rooms (Air Cooled) of 16' X 40' size with Dressing Table and Coat Hangers with Sofa.	1	No.		
3	Decoration of stage size 18 x10 meter required Masking, Nonwoven synthetic carpet to cover stage, back drop and Ramp of 10 feet width having slope/ steps on either side of stage.	1	No.		
4	Erection of water proof, aesthetically organized with side wall dining pandal of following size with appropriate height (not less than 15 feet) along with carpet structure should be able to withstand prevailing weather condition in this area with fire resistant material.				
A	12X 12 meter	1	No.		
B	12X 24 meter	1	No.		
5	Carpeting of venue to cover passage and other area inside Pandal and surrounding.	Lumpsum			
6	Barricading 3 feet steel barricades	200	Ft.		
7	Que Managers / Mozo	2	No.		



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8	Bed Sheet if required (White)	Lumpsum			
9	Chemical toilet & VVIP Toilet (complete in all respect)	2	Nos.		
10	Mobile Urinal	2	Nos.		
11	External Branding (Flages) –Direction /information Signages 6'x 4'	Lumpsum			
12	Flages (White, Green, Yellow and Maroon) size 5'x3' and 10' over the ground level and properly embedded in the ground	Lumpsum			
Air-Conditioner & Fan					
13	Air-Conditioner Tower AC on stage and other areas as per the requirement (5 Ton Each)	4	Nos.		
14	Heavy duty Air Cooler on Hanger	10	Nos.		
15	Ceiling fan of 1200 mm size at appropriate locations	Lumpsum			
16	Mist Sprayer	Lumpsum			
Chair & Table					
17	PVC Chairs with cushion with white cover	1000	Nos.		
18	VIP Chairs with cushion with white cover	200	Nos.		
19	Teapoy	10	Nos.		
20	Centre Table Cover with table cloth	20	Nos.		
21	Round Table with 6 Chairs with cover & frill	20	Nos.		
22	Flat Table with frilled & Top Cover	100	Nos.		
23	Steel Sofa with 3 seater	30	Nos.		
24	VIP One seated Sofa with cover	20	Nos.		
25	VIP Two seated Sofa with cover	50	Nos.		
Light, Sound System & Camera					
26	RCF LINEARRAY / JBL sound system of good quality suitable for high end corporate events having dome area as mentioned earlier with podium mic-4 nos, cordless mic -8 nos , corded mic-4 nos.(as per requirement) Complete with digital audio mixer for sound control, stage monitors with high wattage with separate control-4 nos , DVD player and audio recording with CD for 8 Hrs recording, and suitable number of speakers (minimum 12 nos. from top & 8 nos. stand with base) complete setup as required.	Lumpsum			
27	To provide Lighting arrangements with stand and accessories and any other lighting arrangement for dome & surrounding as required. 1. Metal light 400 watt, 2.LED cool light (25-30 watt) , 3.video halogen light of 500watt,	Lumpsum			



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28	LED Screen BIG size complete with accessories as required to be hung from ceiling/ structure or as required & instructed for proper functioning.	5	Nos.		
29	Full HD video camera complete with all required accessories, cable connection, provision to connect laptop and video switcher recording (4 to 8 in/out and minimum 6 Hrs with operators)	4	Nos.		
30	Videographer and Photographer –with Viedography Stage 6'x 6'/1.5Ht.	Lumpsum			
31	To provide CCTV cameras complete with all required accessories, cable connection, provision to connect laptop and recording (minimum 6 Hrs with operators)	Lumpsum			
A	PTZ type Camera	Lumpsum			
B	STATIC type Camera	Lumpsum			
32	Podium-Acrylic(Digital)	1	No.		
33	Internal Branding-Main Gate Background – LED Side stage masking for projectors 45'x15'	2	Nos.		
34	Silent DG set of 415 volt, 50Hz, 03 +02 nos. of 125 KVA, vehicle mounted trolley with aluminium Cable of required length complete with change-over switch , panel & distribution board, incl. sufficient fuel for day (min. 8hrs.) run and operator as required.(Note: DG set of capacity more than 125 KVA will also be allowed subject to achievement of minimum total capacity of 375 KVA but not less than 5 in nos. out of which one for AC ,one for light, one for sound and two for further backup) NOTE: all the DG set should be duly filled with diesel.	3	Nos.		
35	2nos .x10KVA online UPS (one for light & other for sound) 3 phase IN, 3 phase OUT with battery backup of minimum 1 Hr for emergency backup for emergency lighting on stage and pandal and sound complete with 20 nos of 80- 100 watt LED lamp.	2	Nos.		
36	Gajibo	Lumpsum			
37	Live Telecast	Lumpsum			
38	LED Screen	1000	Sq.Ft.		



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Miscellaneous					
39	Flex	Lumpsum			
40	Cleaning & Sanitation (Event Ground including Food Zone to be cleaned and maintain Good Hygiene during the period of event)	Lumpsum			
41	Lighting Lamp	1	No.		
42	Pots with Live Plants	Lumpsum			
43					
44	Management Team	Lumpsum			
45	Decoration	Lumpsum			
46	Floral & Welcoming	Lumpsum			
47	Dustbins (Big size as required)	Lumpsum			
48	Fire extinguishers (ABC type not less than 4.5 kg) along with dedicated operator	20	Nos.		
	Food and Beverage				
49	High Tea for VVIP Guest Menu- Annexure - I	50	Per Pax		
50	Good Quality Hygenic Lunch for VIP Guests, Faculties and University Staffs Menu- Annexure - II	200	Per Pax		
51	Good Quality Hygenic Lunch for Students Menu- Annexure - III	1000	Per Pax		
52	Drinking water dispenser /jar with respective stand along disposable paper glass for 1000-1200 persons and VVIPs.	Lumpsum			

Total:

(IN words.....)

* The quoted rate should be written in words also.

I/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.

Seal and Signature of the Bidder



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Annexure-I

High Tea for VVIPs Guest

Menu

Kaju Katli, Badam Barfi, Kalakand, Decorative Suger Free Sweets – 5 Variety, Vegetable Cutlet, Masala Cheese Ball, Vegetable Cheese Sandwich, Roasted Kaju, Roasted Pista, Dry Fruits, Fresh Fruits Juice, Café Cappuccino, Black Coffee, Masala Tea, Green Tea, Lemon Tea, Separate Tea, Fresh Cut Fruits.



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Annexure-II

Lunch for VIP Guests, Faculties and University Staffs

Menu

Two Rice	Green Peas Pulao Jeera Rice
Two Pulse	Dal Makhani Yellow Dal
Four Indian Breads	Plain/Butter Baby Naan Missi Roti Tandoori Roti Matar/Sattu Kachori
Three Vegetarian Dishes	Kadhai Paneer Veg. Kofta Fried Bhindi/Vegetable
Two Salads	Green Salad Fruit Salad
Two Yoghurts	Dahi Vada Mixed Raita
Three Deserts	Hot Rainbow Hot Gulab Jamum with Rabri Baked Gajar Halwa
APC	Aachar Papad Fry Disco papad Two Types of Chutney



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Annexure-III

Lunch for Students (packed Lunch)

Menu **(Packed Lunch)**

Rice	Jeera Rice
Pulse	Channa Dal Tadka
Indian Breads	Plain Roti
Vegetarian Dishes	Sahi Paneer Mix. Veg.
Salads	Green Salad
Deserts	Hot Gulab Jamun
APC	Aachar