

## **E-TENDER DOCUMENT**

**For**

**HIRING OF TENT, SOUND SYSTEM, LIGHTING, CHAIRS, SOFA SETS  
SERVICES FOR**

**Convocation 2017**

**CHAUDHARY RANBIR SINGH UNIVERSITY, JIND**

Telephone: 01681-241003, 27

**Short Notice Inviting E-Tender**

Short Term Online Tenders are invited for “Arrangement of Fully AC and Water Proof Tent, Sound System, Chairs & Sofa Sets for Convocation function 2017 to be held on 18-04-2017 at Chaudhary Ranbir Singh University, Jind. The downloaded tender shall be submitted along with tender fee of Rs.1000/- and E-service fee of Rs. 1000/- **for each bid to be deposited through Debit Cards & Internet Banking Accounts**. For further details and terms/conditions of tender document please visit website:-<https://haryanaeprocurement.gov.in/> or [www.crsu.ac.in](http://www.crsu.ac.in).

**REGISTRAR**

## CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

### Detailed Notice Inviting E-Tender

Invites the bids from eligible bidders through online bids.

On behalf of Registrar, Tenders through E-tendering for below mentioned work are hereby invited from eligible bidders under appropriate class/ category. The tender form "along with conditions of contract" to be fulfilled, can be obtained from the website: <https://haryanaeprocurement.gov.in>

Sr. No.	Name of Work	Estimated cost (Rs in lacs.)	Bid Security to be deposited by bidders (Rs. In thousands)	Tender Document fee + E-Service fee	Start Date & Time of Bid Preparation & Submission	Online Fee deposit date	Expiry Date & Time of Bid Preparation & Submission	Date & time for opening of pre-qualification	Date & time for opening of price Bid
1.	Arrangement of Fully AC and Water Proof Tent, Sound System, Chairs & Sofa Sets for Convocation function 2017 to be held on 18-04-2017 at Chaudhary Ranbir Singh University, Jind.	15.00	30000/-	1000/- +1000/-	04.04.2017 (17:00 Hrs.)	10.04.2017 (17:00)	11.04.2017 (11:00)	11.04.2017 (11:01)	11.04.2017 (15:00)

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of Rs. 30,000/- towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before 10.04.2017 and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

## Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		<b>Tender Document Download and Bid Preparation/Submission</b>	04.04.2017(17:00 Hrs.)	11.04.2017 (11:00 Hrs.)
2	<b>Technical Bid Opening</b>		<b>11.04.2017 (11:01 Hrs to 17:00 Hrs.)</b>	
3	<b>Financial Bid Opening</b>		<b>11.04.2017 (11:01 Hrs to 17:00 Hrs.)</b>	

**Important Note:**

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

## Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### 1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the e-tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

### 2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to **keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm/ company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

**3 Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

**4 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

**5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

**6Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

**7Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical &Commercial/Price Bid):**

**i) Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

**ii) PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

- (i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

- (ii) **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

(iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

**8. ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of tenders and for undertaking training purpose, the

intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single Procurement Technical Support Assistance will be available over telephone Monday to Friday (09:00am to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30pm upto 6:00pm) and 4th Saturday (from 11:30am upto 3:00pm) of each month. Portal of Government of Haryana

All queries would require to be registered at our official email - [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on-time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

**Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective Auction/Tender event.
- (b) For queries pertaining to Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM upto 2:15 PM on each working day.

**Schedule for Training:**

<b>Training workshop will be held on 1st, 2nd Friday (from 3:30pm upto 6:00pm) and 4<sup>th</sup> Saturday (from 11:30am upto 3:00pm) of each month at following addresses:</b>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K. Chowk, Opp. B.K. Hospital, NIT, <b>Faridabad</b>	Nextenders (India) Pvt. Ltd Public Health Division No.2 Hisar, Model Town Opp. N.D Gupta Hospital, <b>Hisar</b>	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33A, <b>Chandigarh-160020</b>

For Support Call - 1800-180-2097

Mob:- 9215250206, 9541932506

**Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4<sup>th</sup>**

**Saturday), Sunday and National Holidays**

**NOTE:-**

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

**Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

A. Debit Card

B. Net Banking

C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

(i) Bidder selects Debit Card option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.

(iii) Bidder clicks on "Continue" button

(iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.

(v) Bidder enters card credentials and confirms payment

(vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.

(vii) The page is automatically routed back to e-Procurement portal

(viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,

(ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

(i) Bidder selects Net Banking option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid by bidder.



- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS/ NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS/ NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vysya Bank 23. J and K Bank
24. Karnataka Bank
25. Kotak Mahindra Bank
26. KarurVysys Bank
27. Punjab National Bank
28. Oriental Bank of Commerce

29. South Indian Bank
30. Standard Chartered Bank
31. State Bank Of Bikaner and Jaipur
32. State Bank of Hyderabad
33. State Bank of India
34. State Bank of Mysore
35. State Bank of Travencore
36. State Bank Of Patiala
37. Tamilnad Mercantile Bank
38. Union Bank of India
39. United Bank of India
40. Vijaya Bank
41. Yes Bank

Chaudhary Ranbir Singh University, Jind

TENDER NO. : Gen/1<sup>st</sup> Convocation /Tent/2017 Date: 18.04.2016

NIT

A) CRSU JIND invites online short term Tenders for ‘TENT, SOUND SYSTEM & LIGHTING SERVICES FOR 1<sup>st</sup> Convocation 2017 as per the details given below –

Date for down loading Tender from CRSU JIND web site <a href="https://haryanaeprocurement.gov.in/">https://haryanaeprocurement.gov.in/</a> <a href="http://www.crsu.ac.in">www.crsu.ac.in</a>	
Last Date and Time for receipt of Bids	<b>11.04.2017 (11:00 Hrs.)</b>
Time &Date of Opening	<b>11.04.2017 at 11:01 am at office of D.R.(P&amp;S)</b>
Date of Function	<b>18-04-2017</b>
Estimated value of work.	<b>Rs. 15,00,000/- (Approx.)</b>
E.M.D.	Rs. 30,000/-

B) Pre-Qualification Conditions and Eligibility Criteria -

(Please attach all necessary supporting documents for all)

- Should have minimum 3 works experience for providing Tent services preferably for convocation in the University or Govt. Organization.
- Should possess all statutory requirements as applicable (such as Service Tax, Shop and Establishment registration certificate and PAN card, Vat etc.

C) Annual Turnover of firm for last financial year is Rs. 25, 00,000/-.

- D) Firm / Agency agreeing the terms & conditions and satisfying the eligibility criteria may submit their tender to Registrar, CRSU Jind giving the requisite documents and information along with their offer.
- E) All pages of Tender should be signed by the authorized signatory of the company / firm.
- F) CRSU reserves the right to accept / reject / split / cancel the Tender in full or part, without informing affected firms, incurring no liability whatsoever.
- G) In case of any dispute, the decision of CRSU will be final.
- H) It shall be deemed that the Bidders have undertaken a visit to CRSU Jind and is fully aware of the scope of work prior to the submission of the tender document.

**REGISTRAR**

### **Main Terms, conditions & Important Instructions:**

1. The work is to be executed as per work order.
2. The selected firm will have to handover the complete foolproof work 24 hours before the start of the event.
3. Dismantling is to be started from the next morning after completion of event & completed by night.
4. Transportation of all items to site and back from site is total responsibility of the firm.
5. All material should be new, of standard quality and decent. The color, fabric etc. to be used will be approved by the University.
6. All items (Sofa / chairs / carpet / tables etc.) should be in good condition & will be cleaned by agency's staff after putting it on appropriate places.
7. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted / added / modified, if needed.
8. Payment will be made as per actual hired quantities put in use.
9. Rate must be quoted on unit basis (including transportation, labor, installation etc.) in the price schedule only and Taxes (if any) should be clearly indicated.
10. The Agencies are requested to see proposed site, understand the work and agree to all the terms and conditions of CRSU Jind given above.
11. All wirings have to be provided by the firm from the source to be specified by CRSU Jind.
12. In case of any default, EMD shall be liable to be forfeited.
13. Tenders received without E.M.D. or incomplete Tenders shall be rejected.

List of General Items for Convocation (2017) at CRSU Jind (Schedule)

**FULLY AC WATER PROOF TENT  
Of size 100'X 120' Aluminum hanger and stage of 70'X 50'**

Sr. No.	Name of Item	Size	Quantity
1.	V.I.P. Sitting at Stage with Table along with 1 special chair for Honorable Governor	-----	40 seat on stage
2.	V.I.P Sofa set		First two line
3.	Centre Table Complete		15
4.	Sitting chair with white cover	-----	700 Nos.
5.	A.C.	As per Requirement of full sitting of Stage, Pandal, Procession area and Governor sitting	
6.	Generator set with Diesel	As per requirement	
7.	D. Circle	-----	1 No.
8.	AC Procession Sitting Tent	50'X50'	1 No.
9.	AC Tent for Governor Sitting	16'X 32'	1 No.
10.	Mike & Sound	for pandal & stage	As per Requirement
11.	Light Arrangement	for pandal & stage	As per Requirement
12.	Big Cooler	-----	25 Nos. for Two different Dining Areas
13.	Mist Fan		25 Nos. for Two different Dining Areas
14.	Silent Fan		20 Nos. for Two different Dining Areas
15.	Green and Red Carpet		As per Requirement
16.	Pandal for Dining Area	60'X 105'	1
17.	Pandal for Dining Area for VIP	45'X 60'	1
18.	Crockery and Dining Tables with Table Cloth and Jhalar	-	650+ 100 VIP

**NOTE:-**

- 1 Total amount should be inclusive of all charges i.e transportation, labour, levies, taxes, Installation etc.
- 2 All materials should be new, of standard quality and decent.
- 3 Payment will be done installation at site satisfactorily & successfully.