



TENDER DOCUMENT

for

Execution of the work for 7th Convocation Ceremony at
Central University of Rajasthan, Bandarsindri,
Kishangarh, Ajmer

NIT NO. CURAJ/R/F.138/2022/1440 dated 20.7.2022

SECTION – I

The Central University of Rajasthan (CURAJ), having its office at NH-08, Jaipur-Ajmer Highway, Village-Bandarsindri, Tehsil- Kishangarh, District-Ajmer, Rajasthan – 305817, is an autonomous University under the aegis of the Ministry of Education, Government of India. The campus is located at 90KM from Jaipur and 45KM from Ajmer on National Highway-08.

The Central University of Rajasthan invites bids in **Two-Bid System** (Technical bid and Financial bid) from reputed, experienced and financially sound bidders / firms.

Brief Tender Details:

Tender Description	Tender Fees (Rs.)	EMD Value(Rs.)
Execution of the work for 7 th Convocation Ceremony at Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer on 16 th August 2022	Free of Cost	60,000/-

The tender document can be downloaded from University website: www.curaj.ac.in and Central Public Procurement (CPP) portal and bids are to be submitted (hard copy) at CURAJ as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

Critical Dates of Tender:

Sl. No.	Particulars	Date	Time
1.	Bid Submission start date & time	21.07.2022	1000hrs
2.	Bid Submission close date & time	27.07.2022	1100hrs
3.	Opening of Technical Bid & Presentation	27.07.2022	1130hrs onwards

Registrar

BIDDER'S SIGNATURE WITH SEAL

INSTRUCTIONS TO BIDDERS

Bids in sealed cover are invited for Execution of the work for 7th Convocation Ceremony at Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer under two bid system (Technical Bid placed as Annexure-I and Financial Bid placed as Annexure-III) from reputed experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as “Execution of the work for 7th Convocation Ceremony at Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer” with NIT Number to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.

1. The Financial bids of only eligible and technically qualified bidders will be opened, after the same has been ascertained by evaluation of the Technical Bids by the Technical Evaluation Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.

2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:–

Bids to be addressed to	Registrar
Postal address for sending the Bids	Registrar, Central University of Rajasthan (CURAJ), NH-08, Jaipur-Ajmer Highway, Village-Bandarsindri, Tehsil-Kishangarh, District-Ajmer, Rajasthan – 305817
Name/Designation of the contact personnel for any query	Sh. Sultan Singh, Executive Engineer
Telephone numbers of the contact personnel	8130589977
E-mail ids of contact personnel	registrar@curaj.ac.in , ee-civil@curaj.ac.in ,
Last date and time of submission of bid	27.07.2022 at 11:00 hrs . Any changes of the schedule will be notified on the University’s website.

Bidders can download bid / tender document from the website of CURAJ and CPPP portal, free of cost. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.

3. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Room No. 101, Dispatch Section, Administrative Building of CURAJ or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.

4. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. CURAJ also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.
5. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.
6. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above and this should contain two separate envelopes of Technical Bid and Financial Bid, duly marked with the content on each. The Technical Bid should contain copy of NIT document duly signed and stamped on each page along with Annexure-I and II of the NIT supported by demand drafts (EMD) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services. Financial Bid envelope should contain Annexure-III of the NIT, duly filled and signed.
7. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at ee_civil@curaj.ac.in latest by 26.07.2022, any queries received beyond the above-mentioned timeline shall not be entertained.
8. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the CURAJ prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.
12. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited bid/letter and request for post-tender correction may lead to rejection to bid and forfeiture of EMD.
13. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
14. **Earnest Money Deposit (EMD):** Bidders are required to submit (EMD) of amount Rs. **60,000/- (Rs. Sixty Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable **in favour of "Registrar, Central University of Rajasthan"** payable at Bandarsindri/Kishangarh, Ajmer. EMD is to remain valid for a period of 60 days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity, without interest. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security Deposit from them as called for in the contract. The EMD will be forfeited if the bidder withdraws, or amends impairs or derogates from the tender in any respect within the validity period of their tender.
- **Security Deposit:** The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for an amount equal to 3% of the final bid amount within 7 days of receipt of the confirmed order. EMD shall be release after receiving Security deposit from the successful bidder.
 - The Security Deposit shall be released after the completion of the work pursuant to this Contract based on the "Completion Certificate" issued by CURAJ stating that the Bidder has completed the work in all respects,

satisfactorily. The Security Deposit, however, shall be released only after the expiry of the contract period, and after clearance of the final bill based on “No Claim Certificate” from the Bidder.

15. **Payment Terms** - Payments will be made through ECS/ NEFT on regular basis after submission of the bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made. On receipt of the Final payments, the Bidder shall furnish a “No Claim Certificate” to CURAJ. No advance Payment shall be made.

SECTION – II

Conditions of the Contract

1. General Terms and Conditions:

- (a) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub-let the contract.
- (b) Any one or more the following action/commission/omission are likely to cause summarily rejection of tender:
- (i) If the EMD is not found in order or receipts are not attached with the Technical Bid.
- (ii) Any bid received late without conclusive proof that it was delivered before the specified closing time.
- (iii) Any bid received unsealed or improperly sealed
- (iv) Any conditional bid or bid offering rebate
- (v) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents
- (vi) Any effort by a bidder to influence the CURAJ in the bid evaluation, bid comparison or contract award decision.
- (c) CURAJ reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. The lowest bidder shall be decided by the lowest price quoted as per financial bid.
- (d) The CURAJ reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

2. **Non-disclosure of Contract documents:** Except with the written consent of CURAJ, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the University thereof to any third party.

3. **Termination of Contract:** CURAJ shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (i) The agreement may be terminated in whole or in part, by either party in the event of a material breach by a party that is not cured within thirty (30) days of notice from the non-breaching party.
- (ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on thirty (30) days prior written notice to the other Party.
- (iii) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing

its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) University or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.

4. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

5. **Non-Solicitation:** During the term of the Agreement and for a period of one (1) year thereafter, neither party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent engagement based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.

6. **Notices:** All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

7. **Penalty Clause:** For non-adherence of terms & condition specified in tender document a penalty of up to **Rs.5000/- per occasion** will be levied after the approval of Competent Authority, CURAJ. The Firm shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse. Any misconduct/misbehaviour on the part of manpower deployed by the firm will not be tolerated and such person will have to be replaced immediately upon instructions from the University. The decision of the Competent Authority CURAJ in all cases shall be final and binding.

8. **Intellectual Property Rights (IPR):-**

- The Bidder undertakes not to, in any manner, claim all or any part of the IPR or commercially exploit all or any of the proprietary rights generated and developed by CURAJ as vested whether trade marked, copyrighted or not.
- The Bidder acknowledges that all IPR relating to the entire content of the existing CURAJ website, and all the output relating to the service belongs to and vests exclusively with CURAJ and under no circumstances whatsoever the Bidder shall claim all or any rights proprietary or otherwise over all or any portion of the IPR belonging to CURAJ.



9. **Work made for hire:** The Bidder expressly acknowledges that the material contributed by it hereunder, and its services hereunder, are being specially ordered and commissioned by CURAJ for use in connection with the service. The work contributed by the Bidder hereunder shall be considered a "work made for hire" as defined by the copyright laws. CURAJ shall be the sole and exclusive owner and copyright proprietor of all rights and title in and to the results and proceeds of the Bidder's services hereunder in whatever stage of completion. If for any reason the results and proceeds of the Bidder's services hereunder are determined at any time not to be a "work made for hire", the Bidder hereby agrees to irrevocably transfer and assign to CURAJ all right, title and interest therein, including all copyrights, as well as all renewals and extensions thereto.

10. **Data Security:** The Bidder shall use inputs provided by CURAJ solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by CURAJ in writing.

11. **Force Majeure:** Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the CURAJ's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

12. **Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

13. **Indemnification:** The Agency, irrevocably, and unconditionally here by indemnifies and undertakes to keep the University and /or its Competent Authoritys, officers, employees, agents, and representatives, for all times from and against all charges, cost, losses, claims, demands, and liabilities, obligations, suits, judgments, penalties, proceedings, precautions, litigations, or actions, financial or otherwise, at law or equity, including the expenses of defending any claim of liability by any third party, and from and against all actual damages sustained, whatsoever, whether past, or current suffered or incurred by the University and/ or its Competent Authoritys, officers, employees, agents, and representatives due to reasons of:

(a) Breach, misconduct, omissions, misrepresentation or

(b) Negligence on the part of Agency and or its Competent Authoritys, employees, in the performance of the services including but not limited to any claim/third party claim arising out of improper or illegal use or adoption or invasion or infringement of the copyright or intellect property right and violation of confidentiality obligations.

(c) Act detrimental to the interest and reputation of the University.



14. Arbitration: In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Competent Authority, CURAJ alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Jaipur/Ajmer, Rajasthan and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.

SECTION- III

SCOPE OF WORK

The Scope of work for “Execution of the work for 7th Convocation Ceremony at Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer” on 16th August 2022 (Tentative) including all transportation, loading, unloading, installation, dismantling, labour & material etc. for proper completion of work in all respect with the following requirement

Sr No.	Description (Items/ Particulars)	Unit	Quantity	Remarks
1	Prefabricated large span Aluminum Alloy Pandal (Pillar less type – German Hanger), water proof & fire proof pandal, white color side walls, the area for various pandals will be approx. 4250 sq. mtr. which includes : a) Wall to Wall Carpet – red/green b) Red Carpet for Passage c) Side Wall inside the hall - Batten Plate, white and blue colour fitting on plate, with Red cloth Frill & Chunnat d) Flower decoration, Tables Bouquet, room on both sides of Dias e) Illumination inside the hanger			
1.1	For Convocation area	Sq. ft.	38000	
1.2	For Guest area including internal partitions	Sq. ft.	2000	
1.3	For robing area	Sq. ft.	5730	
1.4	Hand Bouquets	Nos.	50	
2	Complete stage arrangement of approx. size 26 mtr x 9 mtr, in stepped two different level, conveniently stepped on two sides, along with red colour carpet, flower decoration of podium/dias/all borders of backdrop, stage & front cover by mat finish flex, lighting lamp arrangement etc.	Sq. ft.	2500	
3	VIP Entrance Gate near robing area	job	1	
4	Side Screen (kanaat) nearby open area of the convocation venue	Sq. ft.	4000	
5	Neat and clean Carpet – red/green, as required and direction of authority.	Sq. ft.	2000	
6	Cushion Chair Single type with white cover & ribbon	Nos.	1500	

	for Pandal			
7	Chairs for stage with white color cover & ribbon	Nos.	60	
8	Dias table & VIP decorative chair	Per seating	6	
9	Sofa of good quality for seating of minimum three persons	Nos.	80	
10	Glass Centre table (4' x 2') or equivalent	Nos.	20	
11	Ramp for disabled people	job	1	
12	Complete pedestal arrangement for Group Photograph area for 50 persons to sit/ stand in three rows (Approx 240 sq ft)	job	01	
13	Truss covering for Group Photograph area with printing and fixing of flex banner	job	01	
14	Table(s) for Registration area	Nos.	30	
15	Complete PA system with speakers (JBL/ Bose or equivalent quality) and all accessories having mixer liner, Cordless Mike- min 6 Nos, Podium with fixed mike – min 2 nos, stand mike – min 2 nos. and with power backup (UPS) facility	Job	01	
16	Lighting arrangement in the Convocation area and Robing area	Job	01	
17	Flower decoration with good quality of fresh flowers a. Stage b. Convocation area including entrance c. Robing area	Job	01	
18	HD Still Photography & Videography of whole event of the Convocation Ceremony within the University Campus and supply of soft copies of all the photographs and videography in pen drive to CURAJ.	Job	1	
19	Door mats 5 ft x 2 ft	Nos.	10	
20	Fire extinguishers ABC Type, 9 Kg	Nos.	30	
21	Water filled fire buckets	Nos.	30	
22	Sand filled fire buckets	Nos.	30	
23	Fire beaters	Nos.	10	
24	Dust bin (Minimum 55 ltr)	Nos.	50	

25	Chemical/ Mobile Toilet with wash basins	Nos.	10	
26	Ceiling Fan for entire pandal	Nos	50	
27	One Gate complete with flex printed Banner in metallic frame of gate size at Main Gate No.1 & 3	Job	2	
28	One Entry Gate complete with flex printed Banner in metallic frame of gate size at Convocation pandal.	Job	1	
29	Flags at a distance of every 15 ft. starting from the point of Approach Main Entrance Gate No 1 to Convocation Pandal at Central University of Rajasthan, on both sides of Road in 1.5 inch to 2 inch die pipe, Pipe height 10-15 ft., Flag size – 1.5 ft. X 3 ft., up to tennis court.	Job	1	
30	Printing, supplying and fixing of indicators/ boards with flex printing inside & outside for seating plan, banners/signboard for parking, directions etc. As per the directives of the Competent Authority.	Job	1	
31	Printing, supplying and fixing of flex banner of size (20' x 10') on existing frame and as per the directives of the Competent Authority.	Nos	2	
32	Printing, supplying and fixing of flex banner of size (10' x 8') with metallic frame at various location on NH-08 between Jaipur to Ajmer, as per the directives of the Competent Authority.	Nos	10	
33	Printing, supplying and fixing of flex banner of size (6' x 3') with metallic frame at various location on NH-08 between Jaipur to Ajmer, as per the directives of the Competent Authority.	Nos	10	
34	Printing, supplying and fixing of background banner with flex printing for stage as per the size of existing frame. As per the directives of the Competent Authority.	Job	1	
35	LED Screen size 8 ft x 8 ft for display of live program with all necessary accessories required.	Nos	8	
36	Backdrop LED Screen of appropriate size for installation at stage for display of live program along with all necessary accessories as required.	Nos	1	
37	Backdrop of flex banner of appropriate size for installation at stage along with all necessary accessories as required.	Nos	1	
38	Green Room (10 ft x 10 ft) with covered table and all necessities near stage	Job	1	



39	Refreshment Counter with cover of white apron cloth	Nos	10	
40	Hiring, Providing and fixing of Tower Air Conditioner (AC) of 4 Ton each with high flow at Convocation Pandal	Nos	25	
41	Drinking Water Dispenser outlets (nearby convocation pandal) as per directions of authority and packaged drinking water bottle (small size) as per requirement	Job	1	
42	Wash basins and towels on stand	Nos	5	

Note:

(a) Wiring is to be done as per standard safety norms and follow the instructions of Fire & Safety Officer of CURAJ. The Fire safety norms to be strictly followed as per the “Fire Precautioning Measures IS 8758 : 2013” GoI guidelines.

(b) The site for the work is located at the premises of CURAJ. The bidders are advised to visit the site of work, at their own cost, and examine it and its surroundings by themselves, collect all information that he considers necessary for proper assessment of the prospective assignment.

(c) Any extra work / items required other than mentioned above at the actual site of work shall be paid as per the actuals rent rates of the items. The Convener of the Site Committee shall certify that the extra work / items have been done/given by the vendor. The Convener of the site shall also certify the actual rates of the extra items / work done by the vendor. The vendor must get the approval from the Convener of the Site committee before commencing any extra work / item.

(d) Post Cleaning of the Convocation site premises at CURAJ is to be done by the contractor. A penalty of Rs. 25000/- or actual cost of the cleaning of the site premises (whichever is higher) shall be charged from the contractor's final bill.

**SECTION – IV****Eligibility Criteria and Evaluation Process for Bidders****1. Eligibility Criteria for the bidders**

- (a) The agency should have valid GST registration (documentary evidence to be submitted).
- (b) Average Turn over in last 03 (three) financial years shall not be less than 15 lakhs. (A self-attested copy of certificate issued by a Chartered Accountant shall be enclosed).
- (c) The bidder must have successfully executed in last seven years:
- (a) Three similar completed services costing not less than the amount equal to 12,00,000/- for each event; Or
- (b) Two similar completed services costing not less than the amount equal to 18,00,000/- for each event; Or
- (c) One similar completed service costing not less than the amount equal to 24,00,000/-
- The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last date of submission of tenders.*
- (d) Minimum five (05) years of experience in carrying out or rendering similar services for Government / Public Sector Undertakings / Autonomous Body/ CFTI's/ Repute Corporate Organization. (Documentary evidence, work orders/certificates, to this effect should be enclosed). *For eligible private works of similar nature, form 16A and form 26AS (i.e. work done for private client) needs to be necessarily submitted by the bidder as a proof of actual amount of work done by the bidder and paid by the private client*
- (e) The EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any, must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- (f) There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other University's. The declaration to such state as incorporated will be assumed for this purpose.

2. Evaluation Process:

- (a) Opening of Tender (Financial Bid) – Financial Bid (Tenders) of the Tenderers who are technically qualified shall be opened in the presence of designated Authority and Tenderers who wish



to be present there. The date of presentation and Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by e-mail.

(b) Evaluation of Tender – The entire bid process will be of three steps as follows –

Step 1 – Technical evaluation (Eligibility criteria & as per Annexure-I and II of the NIT)

Step 2 – The Presentation (online or offline) shall be taken by the Evaluation Committee for the technically qualified bidders. Firms/ Bidders meeting the pre-qualification criteria (Eligibility criteria & as per Annexure-I) will be invited to make a presentation to the Evaluation Committee. The Evaluation committee will assess the competency of the firm, their capacity of understanding the needs, experience, and sensitivity to provide services to CURAJ. The procedure for selection of the Firm / Bidder shall be based on Quality & Cost base selection (QCBS) system for evaluation by the Committee. Based on the details provided and the presentation to the Evaluation Committee, Firms/Bidders will be awarded technical score on the following dimensions:

Particulars	Maximum Marks
A very brief introduction of the bidder organization with information on similar works undertaken and completed in the pasts with details supported with photographs/videos/PP Presentation.	25 marks
Appreciation and understanding of assignment, the approach and methodology	25 marks
Proposed Concept Plans, layouts and details with Time schedule of completion of the present assignment	20 marks
Total Marks	70 marks

Step 3 - The total mark for Financial Bid is 30 marks.

(a) The University will open the Financial Bids of technically qualified bidders. The score for financial bids will be calculated as below –

(Lowest tender price * 30)/ (Tender price quoted by individual Firm or Company). **The Firm**

will be selected basis on the highest marks scored as follows: Overall score = (Technical

Score as per step 2) + (Score from Financial bid)

(b) Only Part- A of the Annexure-III (financial bid) shall be taken into consideration. Part-B of the Financial bid shall be considered as per the requirement of the University. In the event of the tie in the overall score, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

Signature of the Bidder with Seal



Technical Bid

Sl. No.	Technical Criteria	Documentary Evidences duly self- certified to be attached with the Technical Bid
1	The agency should have valid GST registration	Documentary evidenceto be submitted.
2	Average Turn over in last 03 (three) financial years shall not be less than Rs. 15 lakhs. (A self-attested copy of certificate issued by a Chartered Accountant shall be enclosed).	Certificate issued by a Chartered Accountant shall be enclosed
4	The bidder must have successfully executed in last seven years: (a) Three similar completed services costing not less than the amountequal to Rs. 12,00,000/- for each event; Or (b) Two similar completed services costing not less than the amountequal to Rs. 18,00,000/- for each event; Or (c) One similar completed service costing not less than the amountequal to Rs. 24,00,000/-	Documentary Address Proof to be submitted.
5	Minimum five (05) years of experience in carrying out or rendering similar services for Government / Public Sector Undertakings/ Autonomous Body and CFTI's/Repute Corporate Organisation. (Documentary evidence, work orders/certificates, to this effect should be enclosed)	Documentary evidenceto be submitted.
6	Exemption from EMD	Documentary evidenceto be submitted.
7	Undertaking/Declaration as per Annexure -II to be submitted along with Technical Bid.	



UNDERTAKING/DECLARATION
(To be given preferably on the Letter- Head of the Firm/Company)

To,

The Registrar
Central University of Rajasthan,
Bandarsindri, Kishangarh, Ajmer

Name of the Bidder _____
Contact Number: _____

Date: _____



Sir,

1. This is to certify that I/We before signing this NIT have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the NIT.
2. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
3. This is to certify that my/our firm/ agency is neither blacklisted by any government department nor there is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

(Signature of the Bidder)

Name and Address of the Bidder