

University of Lucknow

Convocation 2018

Expression of Interest for Event Arrangements - Convocation 2018

Expression of Interests are invited from reputed and experienced contractors fulfilling the technical qualifications for providing the arrangement as per specifications mentioned in Annexure A-1 for Convocation 2018 scheduled on October 9, 2018 in Arts Quadrangle of the University.

The work specifications, terms and conditions, along with the formats of technical and financial bid respectively (tender document set) can be downloaded from www.lkouniv.ac.in displayed as Annexure A-1, A-2 , A-3 and A-4 respectively along with this notice.

The tender bids (separate technical and financial bids, double sealed in one envelope) addressed to the **REGISTRAR , UNIVERSITY OF LUCKNOW** are required to be placed in the tender box at **Proctor's Office**, University of Lucknow, Lucknow -226007 by the last date of September 4, 2018 (2 pm). The bids shall be opened at 3 pm in the office of the Pro-Vice Chancellor on the same day.

Scope and Specification of work**A-1**

S.No.	Particulars	Unit
1	Non-Water Proof Pandal area 15,000 Sqft on pipe structure	per sq ft.
2	Water Proof Pandal 24,000 sq.ft area on Arch Type structure with proper ceiling having 120 feet clear span	per sq ft.
3	Unitex Flooring (Including red passage) 40,000 sqft	per sq ft.
4	Durries 10 Nos. (8'×10')	per sq ft.
5	Kaleen for dias, 1355 sq ft	per sq ft.
6	Door mats 2 Nos.	per piece
7	Chandni 10 Nos.	per piece
8	Kanat 35 Nos.	per piece
9	Table 50 Nos.	per piece
10	Table cover 50 nos.	per piece
11	Frill (border) 25 Nos.	per piece
12	VIP Chairs 12 No.	per piece
13	Sofa sets for 250 persons (50 sets)	per piece
14	Chair velvet 750 nos. with cover and red ribbon	per piece
15	Chair PVC 1000 nos.	per piece
16	Barricading as required 3750 sqft.	per running ft.
17	Making of stage in all respects for media 500 sqft.	per sq.ft
18	VIP safe house arrangement as per requirement if any	per sq.ft
19	Centre Tables- 5 No.	per piece
20	View Cutter 12' High ×1200 Rft	per running ft.
21	Adequate Battery operated sound system for Pandal/Stage/parking, podium/cordless/Collar mike, horns etc (Govt. approved for VVIPs)	one job
22	Tube Lights 50 Nos.	per piece
23	Halogens 50 Nos.	per piece
24	Fancy Lights 100 Nos.	per piece
25	One 63 KVA sound Proof Generator with diesel and operator for un-interrupted power supply	per job
26	3 Phase cabling with underground earthing-one job	per job
27	3 Phase connecting –one job	per job
28	Cabling-One job	per job
29	Fire fighting cylinders-20 nos. each of 2.5 Kg capacity	per piece

30	Big size Jhoomer -45 nos.	per piece
31	Stage metal light (800 watts)- 4 Nos.	per piece
32	Mike sets (16 Nos.) with mixture	per piece
33	Pedestal heaters (06 nos.)	per piece
34	LED display (2 nos. 8' 10' size) of Convocation 2018 event along with web casting through university link	one job
35	JBL Sound System Set, JBL Column Speakers, JBL Stage Monitoring Speakers, Side Fill Six-700 Speakers, JBL Base Sin Speakers, 03P Stage Monitors, Amplifier, Crown Xti digital power amplification VIP Podium set, Podium Microphone, Podium Microphones, Coded lead standing microphones, Cordless Microphones, Cordless Microphones, Lapple Microphones, Instrument Microphones, Four Cord Lead, Audio Visual Set, Delay Power Amplifier, Digital Power Miser Set, Equalizer & Sound Track, etc. Stage Light, Pan can 62, Pan Can 63, LED Par Light, Beam Par Light, Alfadim Light, Follower, Smoke Stobe, Rgb Light, Sym Pilot, along with operators.	one job
36	One Backdrop of main Dais having size 50'x20' (total area 1000 sq. ft) with given matter	per sq ft.
37	Cotton coloured flags with pipes of 12 feet (50 Nos) .	per piece
38	Provide fabricated flex gate with given printed matter at Gate Bhau Devras Dwar of size 55'x21'x5'	per sq ft.
39	Provide fabricated flex gates with given printed matter at Gate No.1 of size 30'x12'x3'	per sq ft.
40	Provide fabricated flex gate with given printed matter at Gate N0.2 of size 30'x12'x3'	per sq ft.
41	Provide fabricated flex gate in front of Proctor's Office with given printed matter of size 20"x12'x3'	per sq ft.
42	Provide fabricated flex gate with given printed matter near Cashier's office of size 30'x12'x3'	per sq ft.
43	Provide fabricated flex gate with given printed matter for entry gate for students of size 30'x12'x3'	per sq ft.
44	Flower decoration over main dais (15'x 2.5' in front of tables and 50'x4' in front of stage platform , wall and steps leading to dais)	one job
45	Flower decoration on ' fixed gates /erected gate- Bhau Rao Dwar - 21'H, 55'L	one job
46	Flower decoration on ' fixed gates /erected gate- Gate No.1 - 12'H , 30' L	one job
47	Flower decoration on ' fixed gates /erected gate- Gate No.2 - 12'H , 30' L	one job
48	Flower decoration on ' fixed gates /erected gate- Proctor 's office entrance - 12'H , 20' L	one job
49	Flower decoration on ' fixed gates /erected gate- near Cashier's office - 12'H, 30' L	one job
50	Flower decoration on ' fixed gates /erected gate- North entrance for students - 12'H , 30' L	one job

Terms and conditions A-2

1. The bidder firm shall possess experience of similar work and **attach proof** in support.
2. The annual turnover of the bidder in each of the last three years should be **minimum 2 crores** and documentary proof in the form of audited financial statement (Income statement, balance sheet) must be provided as evidence.
3. The Tenderer will have to make all necessary changes as may be required by the University/District Authorities in the interest of work and security requirements for holding programmes **with VVIP as guests and in attendance**.
4. Only those tenders shall be accepted which give the offer for entire work i.e on turnkey basis. (tenders for part work will not be accepted)
5. Bidders must ensure that the work related to electricity, sound and fire protection etc must be done only through valid registered and licence holders from Vidyut Nideshalaya. This has to be ensured through submission of valid Licence/ registration details along with consent of the concerned party(s) along with the submitted tender documents as a requirement.
6. **The rates quoted should be net of exclusive of all taxes.**
7. No payment 'shall be paid for the cartage. (Rate should be F.O.R. Site).
8. "The work should be completed within the stipulated time given from the date of order as mentioned in work order.
9. The party shall be responsible for security of all its items.
10. Quantities are liable to vary.
11. The bidder should ensure that the items like tent, carpets, curtains. Covers, sofas etc. provided are new and clean.
12. An earnest money of **Rs. 1,00,000** (Rs. one lakh) in the form of Bank Draft issued by a Nationalized. Bank in favour of "Finance officer, University of Lucknow" Payable at Lucknow should accompany the tender form. The same shall be refunded/ returned to parties whose tenders are not accepted.
13. EMD will be converted into security money for the tenderer whose bid is accepted.
14. DD of **Rs. 2000/-** being cost of tender form has to be attached with Tender form in the mode of Bank Draft in favour of "Finance officer, University of Lucknow" payable at Lucknow, which is not refundable in any case.
15. University shall not be responsible for any kind of loss and insurance coverage.
16. Completed Tender bid (containing two separate envelopes for technical bid and financial bid) is required to be placed in the provided tender box in the **office of the Proctor** by the last date of September 4, 2018 up to 2.00 PM. The tender will be opened on September 4, 2018, at 3.00 PM.in the Office of the Pro-Vice Chancellor.
17. ESI, PAN, GST number and Labour Department's latest registration /Certificate is essential Attested copies of same are to be attached.
18. Authorized signatory has to keep all the original documents for inspection at the time of opening of tender.
19. In case of change of date of the Convocation due to any unforeseen reason, the successful bidder has to make the arrangement for the event for the revised date at the original quoted amount and shall bear insurance costs associated if any with the event on his own.
20. The arrangements shall be ready in all respects for inspection by security persons, rehearsal etc one day (24 hours) before the actual main convocation function and shall continue to be provided till 10 pm on the day of the convocation event.
21. The Vice Chancellor, University of Lucknow will have absolute right to reject the tender without assigning reason.
22. All disputes are subject to Lucknow Jurisdiction.

I/We have read and understand the above conditions and agree to abide by them.

Date:

Authorized Signatory & Seal of the Tenderer/Proprietor

UNIVERSITY OF LUCKNOW
CONVOCATION -2018
Format /check list of technical bid

A-3

S.No	Description	Yes	No
1	Name of the firm		
2	Address Contact No.		
3	Attach: Firm registration/partnership Registration Company certification		
4	GST Regn no. Attach Proof		
5	PAN No. Attach proof		
6	ESI / labour Department Registration Attach Proof		
7	Attach IT returns of last three years 2015-16 2016-17 2017-18		
9	Turnover in each of the last three years 2015-16 2016-17 2017-18 Attach audited Financial statements in support.		
9	Attach testimonials of undertaking similar work in University/Govt during last three years 2015-16 2016-17 2017-18		
10	Furnish Demand draft of Rs. 2000/- in favour of Finance Officer, University of Lucknow towards cost of application(Non-refundable)		
11	Furnish DD of Rs. 100,000/- in favour of Finance Officer, University of Lucknow towards EMD DD. No Issuing Bank Date of issue		

I, Son / Daughter / Wife of Shri.....
Proprietor/Director, authorized signatory of the firm/company
.....
mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person
Full Name:

Date:

Place:

Seal of the firm/company

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Format of the Financial Bid

A-4

I/We hereby tender the following rates (exclusive of taxes) for different items as under:

S.No.	Particulars	unit	rate/ unit	Total
1	Non-Water Proof Pandal area 15,000 Sqft on pipe structure	per sq ft.		
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50	Flower decoration on ' fixed gates /erected gate- North entrance for students - 12'H , 30' L	one job		
	Total quote for composite job /work (S.No 1 to S.No. 50) Exclusive of GST			
	In words			

I,Son / Daughter / Wife of Shri.....
Proprietor/Director, authorized signatory of the firm/company

.....
mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Place:

Full Name:

Seal of the firm/company