

E-Tender Notice (Short Term)
Notice No E-14/Conv/DU/2021

Doon University
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Date: Dehradun: 23 November 2021

Convocation of Doon University is scheduled on 15th December 2021. E- tenders are invited from the experienced event managers for management of the event. Details of the management areas under :-

Sl.	Description of Work	Date/Arrangements
1	Fixing Water Proof Tent with new carpeting 150'x80' (Including Stage for VIP/cultural activities) + Backdrop + Exclusive chairs for dias+ Banner for Main gate + Flower arrangement for stage & dias	15th December 2021 (The tent should be erected by 14th December, to give sufficient time for final rehearsal)
2.	Pagora – 04	15th December 2021
3.	Sofa (Double seater)	50 Piece
4.	Sitting arrangement for participants & staff	800 People
5.	Lighting and Sound System for the event	As per requirement
6.	Flag from Main gate to the Stadium	100 Nos
7.	Flag for stadium	50 Nos
8.	Catering Services (Lunch) <ul style="list-style-type: none"> • Two Food courts: One for VIP and One for Staff and Journalists • Packed Food in Food Tray for participants 	<ul style="list-style-type: none"> • Food courts for approximate 300 VIPs, Staff, and Journalist • 600 food tray, for participants carefully packed in compartment tray with lid. (15th December 2021)
9.	Toilet -06	02 for Ladies, 02 for gents and 02 for VIPs
10.	Food Counter	01 for VIP, 01 for Staff, and Journalist, and 01 for participants
11.	LED wall 10x8	Two
12.	Silent Generator Set (With diesel)	For 02 days (14&15December)
13.	Food Packets – 300	On 14December (Final Rehearsal)
14.	Water Dispenser	As per requirement
15.	Fire extinguisher	As per requirement

(Quantity may be increased or decreased by 25%)

- 2- Date of Release of invitation for Bids through e-tender 23 November 2021.
- 3- The bid document are available online on <http://uktenders.gov.in> from 23 November, 2021. The bidder may download the documents through temporary user name & password that is mentioned on the website. For submission of the bids online the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized certifying authorities.
4. Bid should be valid for a period of 90 days.
- 5- Tender fee shall be submitted in form of **Demand Draft** in favour of Doon University Dehradun.
- 6- Earnest money shall be in the form of Bank Guarantee/FDR of any Nationalised Bank/Scheduled bank in favour of Doon University, Dehradun, Uttarakhand (to be valid for a period of 90 days beyond the original validity period of the bids i.e. Financial Year **2021-22**).
- 7- The bidder are required to submit the bid documents on line. The bidder shall also attach the scanned copy of D.D for tender fee and scanned copy of document for earnest money online.
- 8- Last Date/time for receipt of Bid through e-procurement is 04 December, 2021 upto 4.00 P.M.

- 9- The bidder are required to submit (a) original demand draft towards the cost of bid documents (b) original bid security/EMD in approved form and (c) original affidavit regarding correctness of information furnished with bid document as per provision of bidding documents (d) a set of scanned copies of all the original documents presented through e-tendering should be submitted in physical form (e) Affidavit of Rs. 100/- excepting all the terms and conditions of the tender should be submitted to the University failing which bid shall be declared non-responsive. The Department shall not be responsible for any postal delay.
- 10- The list of successful tenderers qualifying the technical bid *may* be called for presentation of concept and theme of the event at their own cost *The price bid of only technically* qualified tenderers shall be opened.
- 11- The Vice-Chancellor, Doon University, Dehradun reserves the right to reject any or all tenders without assigning any reason thereafter.
- 12- Tenderers are advised to go carefully through the e-tender document and instructions available *on website* and ensure compliance before submitting their e-tender. Conditional bids shall not be accepted.
- 12- All other conditions relevant to tender process can be seen in Instructions to bidders (ITB) *given* in bidding documents.

For further details please log on to <http://doonuniversity.ac.in>

Registrar
Doon University, Dehradun