



SPORTS UNIVERSITY OF HARYANA, SONIPAT
(Established by the State Legislature Act, 21 of 2022)

Tender Reference No. SUOH/GEN/2025/188

Price Rs: 500/-

NOTICE INVITING TENDER
for hiring
“Event Management Agency”
for “Convocation-2025”



SPORTS UNIVERSITY OF HARYANA, RAI, SONIPAT-131029

(A State Govt. University Established under the State Legislative Act, 21 of 2022)

Website: <https://www.suoh.ac.in>

SPORTS UNIVERSITY OF HARYANA,
RAI, SONIPAT-131029
Haryana, INDIA



SPORTS UNIVERSITY OF HARYANA, SONIPAT
(Established by the State Legislature Act, 21 of 2022)

Time Schedule for Tender Process

Date of publication of tender notification on official website and e-tender	14-11-2025 (Friday)
Sale of tender document commence from	14-11-2025 (Friday)
Last date for Sale of tender document	24-11-2025 (Monday)
Pre-bid meeting (offline)	18-11-2025 (Tuesday)
Last date for receipt of duly filled in tenders	24-11-2025 (Monday)



SUOH/Gen/2025/188

Dated: 14/11/2025

Short Notice Inviting Tender

Sealed quotations under two-bid system are invited for providing “**Hiring of Event Management Agency for Convocation–2025 of the SPORTS UNIVERSITY OF HARYANA**” to be held on 08.12.2025 at Sports University of Haryana, Rai (Sonipat). The tenders complete in all respects must be submitted in Room No. 22, General Branch, Administrative Block, Sports University of Haryana, Rai, Sonipat latest by **2:00 pm on 24.11.2025**. For further details/terms & conditions/Corrigendum/Addendum/etc. regarding tender, please visit the University website: www.suoh.ac.in on regular basis.

Sd/-
Registrar

Copy to: -

1. Website Administrator to upload the tender document on the University website.
2. PS to VC, for information of Hon’ble Vice Chancellor.
3. PA to Registrar



Sports University of Haryana, Rai, Sonipat

Detailed Short Notice Inviting Tender

- A)** Sports University of Haryana, Rai invites sealed tenders for Hiring of Event Management Agency for “Convocation - 2025” to be organized on 08.12.2025 at Sports University of Haryana, as per the details given below and **Annexure-‘A’**:-

1	Last Date and Time for receipt of Bids	24-11-2025 upto 2.00 PM in Room No. 22, General Branch, Administrative Block, SUOH, Rai.
2	E.M.D (in the form of D.D. in favour of “ Registrar, Sports University of Haryana, Rai ”) (MSME Exempted)	Rs. 1,00,000/- (Refundable)

- B)** Pre-Qualification Conditions and Eligibility Criteria: -

(Please attach necessary supporting documents for all, in bid envelope)

1. Should have minimum 05 works experience for providing event management services in the reputed organizations function/events in the field of event management, ideation, conceptualization, PR, Designing, Video Creation etc. with a value of Rs. 50 Lacs per event.
2. Should possess all statutory requirements as applicable, such as:-
 - i. Labour License,
 - ii. EPF, ESI Certificate,
 - iii. Establishment registration certificate
 - iv. PAN card and other statutory requirements with appropriate license from competent authority.
 - v. The Firm/Agency should have an average turnover of at least Rs. 4 Cr. (Four Crores) during the last three financial years i.e. 2022-23, 2023-24 & 2024-25.
 - vi. An Undertaking must be submitted by the Firm/Agency for not debarring/Blacklisting by any govt. department/agency.
3. Should have satisfactorily delivered minimum 5 events for more than 1000 persons.

- C)** Tender Document may be downloaded from our website and while submission of tender



SPORTS UNIVERSITY OF HARYANA, SONIPAT

(Established by the State Legislature Act, 21 of 2022)

document an amount of Rs. 500/- (five hundred rupees only) needs to be submitted in form of DD/- as non-refundable tender fee. The tender without requisite fee will be rejected.

D) Firm/ Agency agreeing to the terms & conditions and satisfying the eligibility criteria may submit their tender in Room No. 22, General Branch, Administrative Block, Sports University of Haryana, Rai, Sonipat giving the requisite documents and information along with their offer during all working days.

E) All pages of Tender should be signed by the authorized signatory of the company/firm.

F) Tenders shall be opened in the presence of indenting tenderers/their duly authorized representatives, if any present at the time of opening of bid.

G) Sports University of Haryana, reserves the right to accept/reject/split/cancel the Tender in full or part, without informing affected firms, incurring no liability whatsoever.

H) In case of any dispute, decision of the competent authority, Sports University of Haryana, Rai will be final and binding on the parties.

I) It shall be deemed that the Bidders have undertaken a visit to Sports University of Haryana, and are fully aware of the scope of work prior to the submission of the tender document.



Scope of Work

The selected Event Management Agency shall be responsible for providing complete event management support for the Convocation–2025 of Sports University of Haryana. The scope of work will broadly cover the following:

(A) COMPLETE CONCEPT DESIGN

- Entrance
- Registration
- Stage, Backdrop and Wings
- Podium
- Digital Assets: Event logo animation loop, achiever montages, guest screens etc.
- LED Screens, Sound and Lighting
- Photography, Videography and Live Coverage

(B) STAGE MANAGEMENT & DESIGN SCOPE

- End-to-end creative direction (theme, design, print files for fabrication)
- Content, graphics & AV editing support for ceremony highlights
- On-site stage branding supervision
- Creation of complete branding theme
- Invitation- Print & Digital
- Social Media Communication
- Stage backdrop, fascia, side wings, podium etc. aligned with selected theme
- Standees and entrance arch
- Memento design
- AV assets
- Parent Engagement zone
- Journey of Achievers wall



SPORTS UNIVERSITY OF HARYANA, SONIPAT

(Established by the State Legislature Act, 21 of 2022)

Profile of Firm/Agency

1	Name of the Firm/Agency	
2	Status of the Firm/Agency (with supporting documents)	Proprietary/Partnership/Limited (specify)
3	Postal Address	
4	Telephone Nos.	
5	Email and Website	
6	Year of Establishment	
7	Activities/Services offered	
8	PAN No.	
9	Registration No.	
10	Particulars of Head of Organization and Directors. Partners of Organization with Names, PAN Nos., Complete address, phone Nos.etc.	
11	Other information, if any	

Date:

Place:

Signature of Authorized Signatory and
Seal



Main Terms, Conditions & Important Instructions:

1. The university reserve the right to access & award the work on respective L1 basis as well overall L1 basis for the given scope of work i.e. University may award the entire work to single bidder/ agency on overall L-1 basis or may split the work to respective L-1 bidders on respective L-1 basis.
2. The work is to be executed as per the work order and Terms & Conditions of the Tender document.
3. Transportation of all items to site and back from site is total responsibility of the firm.
4. All items should be in good conditions & will be cleaned by agency's staff after putting it on appropriate places.
5. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted/added/modified, if needed (by the committee).
6. The agencies are requested to see proposed site, understand the work and agree to all the terms and conditions of Sports University of Haryana given above.
7. For any emergency situation, the agency will provide solution related to his work at no extra cost.
8. All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill.
9. As the Convocation is an important function of the University, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard will inspect the material to be used before award of work.
10. All works related to this tender should be completed to entire satisfaction of Sports University of Haryana, failing which Sports University of Haryana, will have the right to cancel the work order, forfeit the earnest money and further no payment will be made in that case.
11. The representatives of the firm should be available on telephonically and also on mobile to enable this University to call them in emergency situation. Therefore, telephone as well as mobile nos. will also be provided to Sports University of Haryana.
12. No Advance Payment will be made.
13. Final payment of the agency will be released after successful completion of event and after deducting all Govt. taxes.
14. Quantities of various items can be increased or decreased as per site requirement.



SPORTS UNIVERSITY OF HARYANA, SONIPAT

(Established by the State Legislature Act, 21 of 2022)

15. In case of receipt of Single Bid, the University have the right to decide whether the single bid has to be accepted or not. In this matter decision of the University Authorities shall be final.
16. Liquidated damages are to be borne by the default party and the aggrieved party shall be compensated accordingly.
17. In the event of a Force Majeure Event, neither party shall be liable for any failure or delay in the performance of its obligations under this Agreement.
18. The penalty will be applicable on the supplier/contractor for non-execution of the work order as per University rules.
19. The tender document is also available on E-Tender Portal of Govt. of Haryana and for wider coverage also uploaded on University Website www.suoh.ac.in. In case of any shortcoming/discrepancy between two modes as above (E-Tender and University Website), the Tender Document available on University shall prevail.



SPORTS UNIVERSITY OF HARYANA, SONIPAT
(Established by the State Legislature Act, 21 of 2022)

Undertaking

I/We hereby declare that the information provided in the tender document is true and correct to the best of my/our knowledge. We agree to abide by all terms and conditions of the tender and undertake to execute the event management work for Convocation–2025 as per the requirements of Sports University of Haryana.

Date: _____

Place: _____

(Signature & Seal of Bidder)



SPORTS UNIVERSITY OF HARYANA, SONIPAT
(Established by the State Legislature Act, 21 of 2022)

Annexure-I:

TECHNICAL BID

(To be submitted in a separate sealed envelope)

1. Name of Tendering Agency/Company/Firm/Govt. Agency etc.

_____ (Attach attested copy of certificate of Registration)

2. Full address of Reg. Office

Telephone No. _____ Mobile _____

FAX no. _____ E-mail Address: _____

3. Full Address of Operating/ Branch Office:

Telephone No. _____ FAX No. _____

E-mail Address: _____

4. Name and details of the person to be contacted: -

Name-

Designation-

Tel No.-

E-mail-

FAX no.-

5. Details of Earnest Money Deposit: Rs. _____

Pay Order/ D.D. No. & Date: _____

Drawn on Bank: _____

6. PAN/GIR No. _____

(Attach attested copy)

7. Date of issue of certificate of registration under the Contract Labour (Regulation and Abolition)
Act, 1970

(Attach attested copy)



SPORTS UNIVERSITY OF HARYANA, SONIPAT

(Established by the State Legislature Act, 21 of 2022)

8. Service Tax Registration No. _____

(Attach attested copy)

9. EPF Registration No. _____

(Attach attested copy)

10. ESI Registration No. _____

(Attach attested copy)

11. Labour Welfare Fund Registration No. (Attach attested copy)

12. Turnover of the bidder during _____ Rs. _____ lakhs

(Attach attested copy)

13. Attach duly authenticated Certificates of satisfactory work of similar nature from departments/ organizations, during last three years.

14. It is certified that I/we have read over the tender documents and have understood the contents. I/We undertake to abide by the terms and conditions as laid down in tender document in case the contract is awarded to me/us.

It is further certified that the bidder or any of its partners has not been black listed/prosecuted by any Central/state/UT Department/Statutory Body or by any Court of Law.

Place: _____

Signature of Tenderer _____

Date: _____

Name of the Tenderer _____

Address _____

Note: All copies of documents should be self-attested. The original documents should be produced at the time of opening of the Technical Bids.



Annexure-II

Proforma for Financial Bid

The bidder shall quote rates for event management services as per the following format:

S. No.	Description of Work (Please refer to scope of work)	Unit	Rate (INR)
1	Complete Concept Design	Lump Sum	
2	Stage Management & Design Scope	Lump Sum	
GST (as applicable)			
Total Amount (including GST)			