

Draft



**SPORTS UNIVERSITY OF HARYANA, SONIPAT**

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

Reference No. SUOH/PRO/2025/23

Date:

## **NOTICE INVITING QUOTATION**

**for providing**

**“PR Service”**

**of**

**6 Months**

**for**

**Sports University of Haryana, Rai**



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

**SPORTS UNIVERSITY OF HARYANA,**

**RAI, SONIPAT-131029**

**Haryana, INDIA**



SUOH/PRO/2025/23

**Dated:**

**Short Notice Inviting Quotation**

Sealed quotations under two-bid system are invited for providing “PR Services” for Sports University of Haryana, Rai (Sonipat) for six months. The quotation complete in all respects must be submitted in Room No. 18, PRO Office, Administrative Block, Sports University of Haryana, Rai, Sonipat latest by 2:00 pm on 05-01-2026. For further details/terms & conditions/Corrigendum/Addendum/etc. regarding tender, please visit the University website: [www.suoh.ac.in](http://www.suoh.ac.in) on regular basis.

**The interested bidders may submit the technical bid and financial bid in the separate envelopes respectively superscribed as Technical & Financial bids and duly sealed.**

**Both the envelopes, as above, are further to be submitted under another big sealed envelope mentioning clearly “Bid for PR Services – Sports University of Haryana”.**

**-sd-  
Registrar**

Copy to:-

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



# SPORTS UNIVERSITY OF HARYANA, SONIPAT

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## Detailed Short Notice Inviting Quotations

A. Sports University of Haryana, Rai invites quotations for providing “PR Services” for Sports University of Haryana, Rai, as per the details given below and Annexure-‘A’:-

|   |                                               |                                                                                     |
|---|-----------------------------------------------|-------------------------------------------------------------------------------------|
| 1 | <b>Last Date and Time for receipt of Bids</b> | 05-01-2026 upto 2.00 PM in Room No. 18, PRO Office, Administrative Block, SUOH, Rai |
| 2 | <b>Time &amp; Date of opening</b>             | 05-01-2026 at 3.00 PM in the Office of Registrar.                                   |

## B. Pre-Qualification Conditions and Eligibility Criteria:

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

1. **Legal Status:** Should be registered as a legal entity for the Media domain viz.
2. **Field of Work:** The agency should be working in the domain of PR / Software / Website Management / Social Media Management or related field of promotion and campaign.
3. **Financial Turnover:** Minimum ₹5.00 lakh for consecutive 3 years.
4. **Business Standing and Experience:** Minimum 3 years of experience with reputed organizations
5. **Status of Blacklisting:** Undertaking of solvency needs to be submitted.
6. **Number of Manpower:** Minimum 5 technical manpower with relevant qualification in the domain field, with representative office in Delhi / NCR.

**(Please attach a separate sheet for above in addition to Annexure-I).**

Firm/Agency agreeing to the terms & conditions and satisfying the eligibility criteria may submit their quotation in Room No. 18, PRO Office, Administrative Block, Sports University of Haryana, Rai, Sonipat giving the requisite documents and information along with their offer during all working days.

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

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

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.

- C. All pages of quotation should be signed by the authorized signatory of the company/firm.
- D. Quotations shall be opened in the presence of indenting bidders/their duly authorized representatives, if any present at the time of opening of bid.
- E. The financial bid (duly sealed) is to be submitted only as per Annexure-II.



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Annexure – I

**Profile of Firm/Agency**

|   |                                                          |                                              |
|---|----------------------------------------------------------|----------------------------------------------|
| 1 | Name of the Firm/Agency                                  |                                              |
| 2 | Status of the Firm/Agency<br>(with supporting documents) | Proprietary/Partnership/Limited<br>(specify) |
| 3 | Postal Address                                           |                                              |
| 4 | Telephone Nos.                                           |                                              |
| 5 | Email and Website                                        |                                              |
| 6 | Year of Establishment                                    |                                              |
| 7 | Activities/Services offered                              |                                              |
| 8 | PAN No.                                                  |                                              |



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|    |                                                                                                                                    |  |
|----|------------------------------------------------------------------------------------------------------------------------------------|--|
| 9  | Registration No.                                                                                                                   |  |
| 10 | GST No.                                                                                                                            |  |
| 11 | Particulars of Head of Organization and Directors. Partners of Organization with Names, PAN Nos., Complete address, phone Nos.etc. |  |
| 12 | Other information, if any                                                                                                          |  |

Date:

Place:

Signature of Authorized Signatory and Seal



## **General Terms, Conditions & Important Instructions:**

- The university reserve the right to assess & award the work and respective L1 basis.
- **The work is to be executed as per the Terms & Conditions of the Work Order.**
- Payment will be made as per actual agreed payment conditions.
- Rate quoted must be excluding all Taxes as applicable.
- For any emergency situation, the contractor will provide solution related to his work at no extra cost.
- All equipment/services used should be of very high quality. For the equipment/services used, which is not of good quality, appropriate deductions will be made from the bill.
- All works mentioned in the work order 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, and further no payment will be made in that case.
- All precautionary safety measures during any task should be adopted by the agency. The University shall not be responsible for any mishappening and loss caused due to the agency's negligence.
- The representatives of the firm should be available telephonically and 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.
- No Advance Payment will be made.
- Final payment of the agency will be released after successful completion of every month and satisfactory report by concerned official and after deducting all necessary Govt. taxes.
- All papers of the bid document must be submitted along with the bid and must invariably be signed by the bidder.



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## **Undertaking**

I/we have understood the scope of work and hereby agree to all the terms and conditions of Sports University of Haryana, Rai, given above.

**1. Name & signature of Authorized person of agency:**

**2. Address, Telephone No. Email Address & seal of the Agency:**



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Annexure – II

## Performa for Financial Bid

Bidders must fill the financial bid in the following format:

| Sl. No. | Scope of work                                                                                              |
|---------|------------------------------------------------------------------------------------------------------------|
| 1       | Content creation and publication in reputed state and national electronic & print media.                   |
| 2       | Creating designs and creatives (still and videos) for the social media platforms of the University.        |
| 3       | Advising promotional strategies to the University.                                                         |
| 4       | To publish/create minimum 5 posts on a monthly basis for social media to ensure maximum outreach to users. |
| 5       | Running promotional content and paid advertisements of the University, if required.                        |

• Quoted rate (per month): \_\_\_\_\_ (Excluding GST)

Date:

Signature of Authorized Signatory and Seal



**Annexure – III**

**Bidder Declaration**

I/We hereby declare that all the information provided in the document is true and correct to the best of my/our knowledge. I/We agree to abide by all the terms and conditions and undertake to execute the PR services for Sports University of Haryana, Rai.

Name of Authorized Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature & Seal: \_\_\_\_\_

Date: \_\_\_\_\_