



SPORTS UNIVERSITY OF HARYANA, SONIPAT

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

Tender Reference No. SUOH/GEN/2025/006

Date: 07/11/2025

Price Rs: 500/-

NOTICE INVITING TENDER

for providing

**Water Proof and Fire Proof Hanger, Tent, Sound, Lighting
and Allied Services”**

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



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Time Schedule for Tender Process

Date of publication of tender notification on official website and e-tender	07.11.2025
Sale of tender document commence from	07.11.2025
Last date for Sale of tender document	20.11.2025
Pre-bid meeting (offline)	13.11.2025
Last date for receipt of duly filled in tenders	20.11.2025



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SUOH/Gen/2025/006

Dated:07/11/2025

Notice Inviting Tender

Sealed tenders under two-bid system are invited for providing “**Water Proof and Fire Proof Hanger, Tent, Sound, Lighting and Allied Services**” for “**Convocation-2025 of the SPORTS UNIVERSITY OF HARYANA**” to be held on 08.12.2025 at Sports University of Haryana, Rai. The tenders complete in all respects must be submitted in Room No. 22, General Branch, Sports University of Haryana, Rai, latest by **2:00 pm on 20.11.2025**. 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. The Director, Public Relation Officer, Chandigarh
2. PRO for urgent publication in two newspapers (one Hindi and one English).
3. Website Administrator to upload the tender document on the University website.
4. PA to VC, for information of Hon'ble Vice Chancellor.
5. PA to Registrar, for information of the Registrar.



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Sports University of Haryana, Rai

Detailed Notice Inviting Tender (DNIT)

A) Sports University of Haryana, Rai invites sealed tenders for providing “Waterproof & Fireproof Hanger, Tent, Sound, Lighting & Allied Services” for “Convocation- 2025” to be organized on 08.12.2025 at Sports University of Haryana, Rai, as per the details given below and **Annexure-‘A’ & Annexure-‘B’** respectively:-

1	Last Date and Time for receipt of Bids	20.11.2025 upto 2.00 PM in Room No. 22, General Branch, SUOH, Rai
2	Time & Date of opening	20.11.2025 at 3.00 PM
3	E.M.D (by DD in favour of Sports University of Haryana, Rai)	Rs. 50,000/- (Refundable) MSME Exempted

B) Pre-Qualification Conditions and Eligibility Criteria:-

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

1. Should have minimum 03 works experience for providing such services in the Govt. University or Govt. Organization function/events.
2. Should have completed 3 work of similar nature during last 2 years (in any government/reputed educational institution)
3. Should possess all statutory requirements as applicable, such as: -
 - i. Proof of proprietorship
 - ii. Labour License,
 - iii. EPF, ESI Certificate,
 - iv. Shop and Establishment registration certificate and
 - v. PAN card and other statutory requirements with appropriate license from competent authority.
 - vi. The Firm/Agency should have a turnover of at least Rs. 80 Lacs (Rupees Eighty Lacs) during the last three financial years i.e. 2022-23, 2023-24 & 2024-25.
 - vii. An Undertaking must be submitted by the Firm/Agency for not debaring/Blacklisting by any govt. department/agency.

C) Tender Document may be downloaded from our website and while submission of tender document a DD of Rs. 500/- in favour of “Registrar, Sports University of Haryana”, payable at Rai needs to be submitted as non-refundable tender fee. The tender without requisite fee will be rejected.



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D) In addition to e-tendering, for offline mode, Firm/ Agency agreeing to the terms & conditions and satisfying the eligibility criteria may submit their tender in Room No. 22, General Branch, Sports University of Haryana, Rai 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 Hon'ble Vice-Chancellor, Sports University of Haryana, 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.

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.	



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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 work is to be executed as per the work order and Terms & Conditions of the Tender document.
2. The selected firm will have to handover the complete full proof work 48 hours before the start of the event.
3. Dismantling is to be started immediately after completion of event and to be completed at the earliest.
4. Transportation of all items to site and back from site is total responsibility of the firm.
5. All material should be new, of standard quality and decent. The fabric to be used will be approved by the University and it should be of white colour only.
6. All items should be in good conditions & will be cleaned by agency's staff after putting it on appropriate places.
7. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted/added/modified, if needed.
8. Payment will be made as per actual hired quantities put in use after event.
9. Rate must be quoted on unit basis (including transportation, labour, installation etc.) in the price schedule only including all Taxes (if any).
10. 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.
11. All wirings have to be provided by the firm from the source to be specified by Sports University of Haryana and all the safety parameters must be followed. Proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire.
12. For any emergency situation, the contractor will provide solution related to his work at no extra cost.
13. 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.
14. 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.
15. All works related to the Convocation etc. should compulsorily be completed two days before commencement of event so that any modification/alteration can be made in time.
16. Rates will be compared on the basis of grand total and not on the basis of individual items.
17. 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.



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18. All precautionary safety measures should be adopted by the agency in erecting hangers, tents, fixing lights, etc. The University shall not be responsible for any mis-happening and loss caused due to the agency's negligence.
19. The Nodal representatives of the firm should be nominated & conveyed to university. He should be available on telephone 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.
20. The Vendors may include other items, which have not been listed in the scope of work, in the end of the list. The bidder is therefore advised to see the area and ascertain requirements before submitting the bid.
21. Tenders received without E.M.D or incomplete Tenders would be rejected.
22. No Advance Payment will be made.
23. Final payment of the agency will be released after successful completion of event and after deducting all Govt. taxes.
24. Quantities of various items can be increased or decreased as per site requirement.
25. 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.
26. SPECIAL CONDITIONS OF CONTRACT PERFORMANCE GUARANTEE
 - (a) The successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee/Security Deposit (SD) as security for the due performance of the Contractor's obligations and the same shall be equivalent total cost of Bid Value of 5%.(a) (EMD shall be adjusted with this deposit) as security deposit immediately on acceptance of Work Order in the form of Bank Guarantee of nationalized bank/scheduled bank only in favour of Registrar, Sports University of Haryana, Rai, Sonapat,. No interest shall be paid on such security deposit, which shall remain with University during the continuance of the contract and it shall be released only after three months of expiry or termination of the contract, subject to clearance of all dues by the contractor.
 - (b) If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the tender, the Security Deposit will be forfeited without prejudice to the University right to proceed against the contractor for any additional damages that the University suffers as a result of the breach of the aforesaid terms and conditions.
 - i. The same shall be returned to the Contractor after settlement of all dues.
 - ii. In the event, the contract is terminated by SUOH Tender Committee on account of the fault of the Contractor before the determination of the Contract, or the Contractor abandons the work and its obligations under the contract during the Contract Period, then the SD amount shall be forfeited by SUOH.



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iii. Any delay in submission of initial SD will entitle SUOH to cancel the contract.

27. 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.

28. Penalty Clause: The work order shall be executed within the time specified in the work order. In the event of the contractor failing to provide the services satisfactorily. He shall be liable to pay as compensation an amount equal to one percent or such smaller amount as the Registrar may decide on the said amount of the contract as per quality of services provided. Provided that the entire amount of compensation shall not exceed 10% of the total amount of contract. The university may also forfeit the Earnest Money besides taking other action against the firm including its blacklisting. In case of any other breach of contract/agreement the University will be at liberty to levy a compensation upto 10% of the amount of the contract and may also take any other penal action including the black listing. An appeal against these orders shall, however, lie with the Vice-Chancellor whose decision shall be final.

30. EMD of the unsuccessful bidders will be returned, without interest, after finalization of contract.



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Undertaking

I/we have seen the proposed site, understood the 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-A

Schedule of General Items for Convocation- 2025 at Sports University of Haryana, Rai.

Detailed specifications for Hiring of Hanger Tent and other items

Sr. No	Item Description	Approximate Quantity	Unit
1	Providing Sitting Chair with white Cover	1000	No.
2	Providing and laying of Red Carpet in passage (of 5'x30' size)	As per dimensions	No.
3	Providing and laying of Water Proof hanger size 80 x 80 sq ft) Fully covered with carpeting. Providing and laying of Water Proof Tent for Students and others Size (100* 100 sq. ft.) fully covered with carpeting	60'x40'= 6400 Sq. ft. For seating capacity of 1000	Sq. ft.
4	Providing and fixing of LED for Video/Photo and Mikes including Cordless, Collar, floor, handing & good quality sound systems including PA system with speakers and all accessories for Pandal and Stage.	As required (Rate per set)	Minimum 5 sets of Mikes/cordless Mikes/Collar Mikes
5	Providing Bouquets and Decoration at Stage, University Main Gate, Admin block with good quality flower of multiple varieties. (As per requirement of the University)	As required	N/A
6	Providing and laying of Stage 40'x25', complete stage arrangement (Including complete Lighting), completely stepped along with Red colour carpet, & Table in front of chairs and stage should have ramp for differently abled persons and chairs for stage for Convocation . (Good quality furniture and fitted properly)	1000 Sq.ft	Sq.ft
7	Providing and laying of Drinking water Dispenser (Hot & Cold) with RO water filled Jar- 20 Ltr.	Dispenser – 05 No. & Water Jar -50 (or as per requirements)	No.
8	Providing Biodegradable /disposable glasses	2500	No.



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9	Providing and laying of Dustbin (Min 55 ltr.)	15	No.
10	Lighting	As per requirement	-
11	Barricading	As per requirement	
12	Uninterrupted Power Supply (using Silent source) in tent and stage shall be ensured by the bidder, The agency has to make necessary provisions to ensure the same.	25 KVA	-
Note:	1. Total amount should be inclusive of all charges i.e. transportation, labour, levies, installation, operation etc., taxes applicable as per the Government.		
	2. All materials should be standard quality as good as new.		
	3. Payment will be made as per actual requirement and satisfactory installation at site.		
	4 The item-wise rates quoted should be for complete duration of requirement as specified above.		
	5. It will be the responsibility of the service provider to maintain cleanliness and Hygiene in the specified Area.		



ANNEXURE B

(To be enclosed in a separate sealed envelope)

FINANCIAL BID

(To be submitted in a separate sealed envelope)

Name and Address of Bidder: _____

After having read and understood the terms and conditions of the tender, I/We hereby submit our financial bid as under: -

Sr. No.	Particular	
1.	Financial quote for providing Water Proof and Fire Proof Hanger, Tent, Sound, Lighting and Allied Services” in terms of Tender No. SUOH/Gen/2025/006 dated 07/11/2025	Amount in figures _____ Amount in words _____

In case there is any cutting/overwriting in amount mentioned in figures, the rates quoted in words shall

Note: The EPF, ESI and GST as applicable will be paid by the University over and above the rates quoted above as per law applicable from time to time.

Date: _____

Signature & Seal of the Tenderer

Place: _____

Name: _____