

CCS HARYANA AGRICULTURAL UNIVERSITY

(Established by an Act of Parliament of India, No. 16 of 1970)

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

STANDARD BIDDING DOCUMENT FOR EXECUTION OF WORK RELATING TO PUBLIC RELATIONS OFFICE

COMPLETE BIDDING DOCUMENT

Name of work: The tenderer, who will be awarded the contract on the basis of rates quoted including GST and service charges and other prescribed criteria with the approval of competent authority, has to execute the work related to Public Relations Office on monthly basis for the period from 01.01.2023 to 31.12.2023.

DNIT Amount: **Rs.7,08,000/-** per annum

DETAIL NOTICE INVITING E-TENDER

E-tender is invited from interested Contractors fulfilling the terms and conditions of the contract for below mentioned job in single stage two cover system i.e. Technical Bid and Financial Bid (under online available Commercial Envelope):-

Sr. No.	Description of Job Work	Appr. Esti. cost (in Rs.)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening T/Fin. bids
1.	The tenderer, who will be awarded the contract on the basis of service charges & other prescribed criteria with the approval of competent authority, has to execute the work related to Public Relations Office i.e.compilation/ editing/ vetting/proof reading, layout and designing and preparing text for the Newsletter apart from coverage of events in the University, writing and typing press releases for print media, documentation and helping in disposal of day to day office work etc. per month for the period from 01.01.2023 to 31.12.2023 , subject to satisfactory performance.	7,08,000/- p.a Rs.59,000/- p.m including GST & service charge etc.	14,160/-	1,180/-	15.11.2022 (09:00 hours to 05.12.2022 upto 17:00 hours)	05.12.2022 upto 17:00 hours	05.12.2022 upto 17:00 hours	Tech. Bid 07.12.2022 at 10:00 a.m. and Financial Bid 08.12.2022 at 10:00 a.m.

Under this process, online Technical bid Application as well as online Financial Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical bid) with respect to eligibility and qualification criteria prescribed in this Tender document. The Financial bid under the second cover shall be opened only for top three eligible and qualified applicants as per Tender documents.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards or Internet Banking and the payment for

EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

Intending bidders will be mandatorily required to online sign-up (create user account) on the website <http://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/She will be required **to make online payment of Rs. 14,160/- (fourteen thousand one hundred & sixty only) towards Bid security in due course of time. If the intended bidder fails to pay Bid security under the stipulated time frame he/she shall not be allowed to submit his/her bids for the respective events/Tenders.**

2. The interested bidders must remit the funds at least T+1 working day (Transaction Day + One working Day) in advance i.e. **on or before (12.12.2022 upto 17:00 hrs.); and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <http://etenders.hry.nic.in>**
3. The interested bidders shall have to pay mandatorily e-Service Fee (under document fee-Non refundable) of Rs. 1180/- (Rs. One thousand One Hundred Eighty only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The payment for document fee/e-Service fee can be made by eligible bidders online directly through Debit Cards or Internet Banking.

The Bidders can submit their tender documents (online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidders Stage	Start date and time	Expiry date and time
1.	-	Tender Document Download and Bid Preparation/Submission	15.11.2022 09:00 hours	05.12.2022 17:00 hours
2.	Technical Bid Opening	-	07.12.2022	10:00 AM
3.	Financial Bid Opening	-	08.12.2022	10:00 AM

Important Note:

1. The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder fails to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.

2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
3. Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
4. In the first instance, the online payment details of tender document fee, e-Service and EMD & Technical Envelope shall be opened. Henceforth, financial bid quoted against each of the item by the shortlisted bidder/Agency wherever required shall be opened online in the presence of such bidder/Agency who either themselves or through their representatives choose to be present. The bidder can submit their bids online as per the dates mentioned in the schedule/Key Dates etc. above.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility, technical documents and evaluation matrix (Annexure-I) online in the Technical Bid.

Envelope 2: Financial Bid

The bidders shall quote the rates in lumpsum on monthly basis including GST & service charge etc. in Financial bid format under Commercial Bid.

1. APPROVED DNIT & Prequalification documents can be seen on any working day during office hours in office of the undersigned. Though utmost care has been taken to upload approved DNIT, there may be some discrepancy. In case of any discrepancy between approved DNIT and uploaded DNIT, the approved DNIT will be applicable. The approved DNIT will be made part of the agreement.
2. Conditional Tenders will not be entertained & are liable to be rejected.
3. **In case, the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day.** The last date of receipt of tender and other conditions will remain unchanged.
4. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of '**online submission of (Technical) document & BS**'. If any bidder/tenderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. In case the last day to accept the tender happens to be holiday, date of accepting the tender will be the next working day.

TERMS & CONDITIONS

Job role for the execution of work related to Public Relations Office. **The estimated cost of work is Rs. 7,08,000/- per annum (Seven Lakh Eight Thousand only).**

1. JOB, TERMS & CONDITIONS:

- 1.1. The Contractor will prepare press releases in Hindi/English and ensure to disseminate all the press releases for publication in newspapers after the approval from Media Advisor, CCS HAU, Hisar.
- 1.2. The Contractor will also prepare quarterly newsletter of important events of the University in Hindi/English.
- 1.3. The Contractor will ensure compilation, editing, proof reading, layout and designing and preparing text for the Newsletter apart from coverage of events in the University, writing and typing press releases for print media, documentation and helping in disposal of day to day office work etc.
- 1.4. The Contract will be initially for one year which may be extended on satisfactory performance. The contract may be extended on mutual consent basis.
- 1.5. The University reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

2. ELIGIBILITY CRITERIA.

- 2.1. The contractor should not be black listed/expelled/terminated/debarred/suspended from the contract by any of the Govt./University for which an affidavit shall be required to be furnished alongwith the bid on non-judicial stamp paper of Rs. 100.
- 2.2. Consent of the contractor on its letter head that the contractor must obtain for itself on its own responsibility and on its own cost all the information including risks, contingencies and other circumstances in execution of the work. Further the University shall not provide any authority letter expect for the scheduled public/Govt. occasions.
- 2.3. All the pages of the term of reference documents submitted by the contractor shall be signed and stamped by the contractor holding the Power of Attorney (Enclose original/attested photocopy of the Power of Attorney).

3. SECURITY:

The Bidder shall furnish, as part of his Bid, a Bid security of 2% of the estimated cost. The bid security is to be paid online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks. Any bid not accompanied by an acceptable failure of non-deposit of Bid Security shall lead towards rejection of the tender. The Bid Security of

unsuccessful bidders will be returned. The Bid Security of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security of 5% of cost of tender which shall be released two months after successful completion of the contract.

4. DELAY AND EXTENSION OF CONTRACT PERIOD/ LIQUIDATED DAMAGES:

- 4.1. The time allowed for execution and completion of the assignments or part of the assignments as specified in the contract, shall be essence of the contract on the part of the contractor. The time allowed for each job will be decided by the University.
- 4.2. As soon as it becomes apparent to the contractor, that the work and/ or portions thereof (required to be completed earlier), cannot be completed within the period(s) stipulated in the contract, or the extended periods granted, he shall forthwith inform the Media Advisor and apprise him of the reasons for the delay, as also the extra time required to complete the works and / or portions of work, together with justification therefore.

5. TERMINATION OF CONTRACT DUE TO CONTRACTOR DEFAULT

- 5.1. Conditions leading to termination of contract, If the Agency
 - a. becomes bankrupt or insolvent, or,
 - b. makes assignments with or assignment in favor of his creditor, or agrees to carry out the contract under a committee of inspection of his creditors or
 - c. being a company or corporation goes into liquidation by a resolution passed by the Board of Directors/ General Body of the share-holders or as a result of court order (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or
 - d. assigns or sublets the contract or any part thereof otherwise than as provided for under conditions of this contract, or
 - e. abandons the contract, or
 - f. persistently disregards instructions of the University/Media Advisor or contravenes any provisions of the contract, or
 - g. fails to adhere to the agreed programme of work or fails to complete the works or parts of the works within the stipulated or extended period of completion, or is unlikely to complete the whole work or part thereof within time because of poor record of progress; or
 - h. promises, offers or gives any bribe, commission, gift or advantage, either himself or through his partners, agents or servants to any officer or employee of the University, or to any person on their behalf, in relation to obtaining or execution of this or any other contract with the Employer, or
 - i. Suppresses or gives wrong information while submitting the tender.

In any such case, the University may serve the contractor with a notice in writing to that effect and if the contractor does not, within 7 days after delivery to him of such

notice, proceed to make good his default in so far as the same is capable of being made good, and carry on the work or comply with such instructions as aforesaid to the entire satisfaction of the University and shall be entitled after giving 48 hours notice in writing to terminate the contract of performance security shall be forfeited.

6. TERMINATION OF CONTRACT

The University shall be entitled to terminate the contract, at any time, should, in the University so opinion, the cessation of works becomes necessary, owing to paucity of funds or due to court orders or from any other cause whatsoever. One month Notice in writing from the University of such termination and reasons therefore, shall be conclusive evidence thereof.

In case of termination of contract on University account as described above, the claims of the contractor towards expenditure incurred by him in the expectation of completing the assignment, shall be admitted and considered for payment as deemed reasonable and are supported by the documents/vouchers etc. to the satisfaction of University. The decision of the University on the necessity and propriety of such expenditure shall be final and conclusive.

7. ARBITRATION CLAUSE

7.1. In case of any dispute or difference of any kind whatsoever either party will make an appeal to the Appellant Authority i.e. Vice-Chancellor, CCS HAU, Hisar who will decide the issue within 90 days. If either party is not satisfied with appeal, he can invoke arbitration clause. Adjudication of the dispute shall be heard by the sole arbitrator to be appointed by the University.

7.2. The Arbitration and Conciliation Act 1996 amended up to date shall be applicable on all the matters of arbitration.

7.3. If any dispute arises regarding contract terms and conditions the Jurisdiction will be at Hisar Court.

Sr. No.

Tender Document Cost Rs. 1180/- (Non –refundable)

**PUBLIC RELATIONS OFFICE, CCS HARYANA AGRICULTURAL UNIVERSITY,
HISAR**

**(PART- A)
E-TENDER FORM (TECHNICAL BID)
(CONDITIONAL TENDER WILL NOT BE CONSIDERED)**

For providing job role to execute the work related to Public Relations Office.

Approx. estimated cost	Earnest Money	Period
Rs.7,08,000/- per annum / 59,000/- per month	14,160/-	01.01.2023 to 31.12.2023

1. Name of the Contractor :
2. Address with Telephone/Fax No. :
E-mail :
3. Contact person's name with address & :
Mobile No. :
4. Details of Security Bid :

Essential details (Attach attested photocopy):

5.
 - i. Registration No.
 - ii. Aadhar Card No.
 - iii. EPF registration No.
 - iv. ESI registration No.
 - v. PAN and GST No.
6. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI/Minimum Wages Act or other laws. Declaration to this effect be furnished by the Security agency / contractor on the letter head of the firm/agency.
7. Declaration to the effect that no agent, middleman or any intermediary will be engaged to provide service be furnished by the Security agency / contractor on the letter head of the firm/ agency.

- Note:** (i) **Upload the above documents as per sequence mentioned above.**
(ii) **Relevant attested documents to be submitted in support of above points.**
(iii) **Absence of any such document(s) may render the tender as invalid.**

- 1- I/ we, hereby certify that the information furnished above is correct & true to the best of my/ our knowledge and beliefs.
- 2- I/ we understood the terms & conditions of contract and undertake to execute the above work and to abide by the terms and conditions prescribed for the work. Earnest money of **Rs. 14, 160/- (Rupees fourteen thousand one hundred and sixty only)** for the above work paid through online payment.

Signature of authorized person
(on behalf of agency/contractor)

Name_____

Father's name

Address:

Phone No.

(For Office use only)

(Verified by the committee members)

- 1.
- 2.

**CCS HARYANA AGRICULTURAL UNIVERSITY
PUBLIC RELATIONS OFFICE**

(Part B)

E-TENDER FORM (FINANCIAL BID)

(CONDITIONAL TENDER WILL NOT BE CONSIDERED)

1. Name of Contractor :
2. Corresponding Address :
3. Work Details and Rate Quoted :

Sr. No.	Name of work	Period of work	Rate to be quoted as	Rate (Rs.)
1.	To execute the work relating to Public Relations Office i.e. compilation/editing/ vetting/proof reading, layout and designing and preparing text for the Newsletter apart from coverage of events in the University, writing and typing press releases for print media, documentation and helping in disposal of day to day office work etc. on monthly basis for the period from 01.01.2023 to 31.12.2023 subject to satisfactory performance	01.01.2023 to 31.12.2023	Per month	

It is certified that none of my relatives, near and dear has applied for the same tender.

Signature of the Contractor

(For Office use only)

(Verified by the committee members)

- 1.
- 2.
- 3.
- 4.