



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236

## Notice Inviting Tender (NIT)

The Central University of South Bihar invites sealed tenders for **Supply, Erection and Framing of German Hanger and other related facilities for Convocation** at CUSB Panchanpur, Gaya from reputed Firms/ Organizations/ Contractors.

Preference will be given to those with proven experience in such type of works or events. The last date and time of submission of tender document is **10/03/2025 by 04:00 PM**. The detailed tender document is available on the University website [www.cusb.ac.in](http://www.cusb.ac.in). The cost of tender form is **Rs. 1000/-** and can be purchased by payment in the form of Demand Draft, from Central University of South Bihar. The tender forms can also be downloaded from University website and be accompanied by DD of Rs. 1000/- in favour of 'Central University of South Bihar', payable at Gaya. Duly filled in tender is to be sent by Speed Post/ Registered Post/ By Hand (to be dropped in Tender Box) on following Address: -

**To : The Registrar**

(Tender Document)

**Central University of South Bihar**

**SH-7, Gaya- Panchanpur Road,**

**Village- Karhara, Post- Fatehpur**

**P.S- Tekari, District- Gaya (Bihar), PIN- 824 236**

Email: [registrar@cusb.ac.in](mailto:registrar@cusb.ac.in)

Contact : 0631-2229519

University Website : [www.cusb.ac.in](http://www.cusb.ac.in)

CPP Portal web site: [www.eprocure.gov.in/epublish/app/epublish/app](http://www.eprocure.gov.in/epublish/app/epublish/app)

### Index for Tender Form

Sl. No.	Items	:	Details
1.	Tender Notice No. and date	:	CUSB/PSD/Admin/Convocation/T/29/2024-25 Dated 27/02/2025
2.	Name of work	:	Tender for "Supply, Erection and Framing of German Hanger and other related facilities for Convocation" at CUSB Panchanpur, Gaya.
3.	Tender Fee	:	<b>Rs. 1000/-</b> in form of Demand Draft
4.	Earnest Money Deposit	:	Earnest money of <b>Rs. 50,000/-</b> (Rs. Fifty Thousand Only) in shape of Demand Draft drawn in favour of Central University of South Bihar, payable at Gaya from any scheduled Bank.
5.	Start of submission of Bids	:	27/02/2025
6.	Pre-Bid Meeting	:	03/03/2025 at 11:00 AM
6.	Last date and time for Receipt of Bids	:	10/03/2025 by 04:00 PM
7.	Date and Time of opening of Bids	:	11/03/2025 by 11:00 AM.
8.	Place of opening of Bids	:	Administrative Building of CUSB Gaya.



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**Name of the work:** Tender for “Supply, Erection and Framing of German Hanger and other related facilities for Convocation” at CUSB Panchanpur, Gaya.

Sold to Sri/Smt./M/s.

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On payment of Rs. 1000/- (Rupees One Thousand only)

Vide D.D. No. .... Bank & Branch ..... dt.....

**Registrar**

I undertake to abide by the terms and conditions as stipulated in the detail tender call notice and conditions of contract.

**Signature of the contractor**

**For Office Use only**

- |                                      |   |                          |
|--------------------------------------|---|--------------------------|
| 1. Total Nos. Corrections            | : |                          |
| 2. Total Nos. of Overwriting         | : |                          |
| 3. Total Nos. of Pages               | : |                          |
| 4. Earnest Money Deposit in shape of | : |                          |
| 5. Copy of S.T.C.C                   | : | Furnished/Not Furnished  |
| 6. Copy of I.T.C.C./PAN              | : | Furnished/ Not Furnished |
| 7. Any other enclosure               | : |                          |

**Registrar**  
**Central University of South Bihar**



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SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236

### NOTICE INVITING TENDER

## **CUSB/PSD/Admin/Convocation/T/29/2024-25 Dated 27/02/2025**

The Central University of South Bihar (CUSB), invites sealed tender in **SINGLE** Bid System for **Supply, Erection and Framing of German Hanger and other related facilities for Convocation** at CUSB Panchanpur, Gaya from the Event Management Organizers:

Sl. No	Description of Services	Earnest Money to be Deposited	Last date & time of submission of Tender document	Time & date of opening of Tender
1.	<b>Supply, Erection and Framing of German Hanger and other related facilities for Convocation at CUSB Panchanpur, Gaya</b>	<b>Rs. 50,000/-</b>	10/03/2025 by 04:00 PM	11/03/2025 by 11:00 AM

### **2. Clarification on Tender Documents**

- 2.1. During evaluation of tenders, the University authorities/ committee may at its discretion ask the Tenderer for any clarification(s) if so deemed fit. The request for clarification and the response shall be in writing. However, the Tenderer is not permitted to alter the price(s) furnished in the Price Bid.
- 2.2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (i.e. obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
3. The amount of Earnest Money Deposit (EMD), in case of successful Tenderer, shall be refunded on successful completion of event. However, EMD of unsuccessful Tenderers will be refunded after the award of the contract to the successful Tenderer.
4. The CUSB, does not bind itself to accept the lowest or any other tender, and reserves the authority to reject any or all the tenders received without assigning any reason. Tenders not in compliance with any of the prescribed conditions or incomplete in any respect or in presence of any correction not duly dated, initialed by the Tenderer will be liable to be rejected. However, the final decision for accepting or rejecting any or all tenders will be in the sole discretion of Vice Chancellor, CUSB.
5. Bids along with tender document and all requisite documents duly signed/sealed shall be kept in an envelope superscribed Tender Number and Tender Name on it.
6. The notice Inviting tender shall form a part of the contract document.
7. The bidder must visit the site before submission of the bid to understand the locality/surroundings/terrain and nature of work/requirement.

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## **Scope of Work**

**Scope of work shall but not limited to the following: -**

- 1.** Supply, Erection and Framing of German Hanger and other related facilities for Convocation at CUSB Panchanpur, Gaya as per the specifications and directives given in the Bid Proforma.
- 2.** Excluding flowers/carpet, work should be completed before 24 hours prior to convocation date and time.
- 3.** All cloth material and carpets should be neat & clean.
- 4.** It will be the duty of the tenderer to arrange for transportation and loading/unloading of the entire items at their own cost. No extra over quoted price shall be paid.
- 5.** The tenderer shall acquaint himself with the proposed site of work.
- 6.** The tenderer shall take care of all safety precautions pertaining to work, such as scaffolding, ladder, working platforms, gangways, electric arc/gas welding, use of hoist and construction machinery.
- 7.** On account of security consideration, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor shall be bound to follow all such restrictions/instructions and he shall organize his work accordingly. No claim on this account, whatsoever, shall be payable.
- 8.** The contractor shall take all precautions to avoid accidents by providing suitable mechanism. He shall be responsible for all damages and accidents caused to existing/new work due to negligence on his part. No hindrance shall be caused to traffic during the execution of the work.
- 9.** The contractor shall be responsible for the watch and ward of all materials brought by the contractor to site against pilferage and breakage during the period of installation, in campus installed, during usage and thereafter till he/she take back the same out of the campus.
- 10.** The contractor shall take all preventive measures against any damage caused by rain, fire or any other natural calamity, whatsoever during the execution of the work. The contractor shall be fully responsible for any damage to the owners' property and to the work for which the payment is due to him under the contract.
- 11.** The work will be carried out in the manner complying, in all respects, with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed and nothing extra shall be paid on this account.
- 12.** The tenderer shall comply with proper and legal orders and directions of the local or public authority or municipality and abide by their rules and regulations and pay all fees and charges which may be liable.
- 13.** The tenderer shall give due notices to Municipal, Police and/or other authorities that may be required under the law/rules under force in the area and obtain all requisite licenses for temporary obstructions/enclosures and pay all charges which may be leviable on account of his execution of work under the agreement. Nothing extra shall be payable on this account.
- 14.** All materials to be incorporated in the work shall be arranged by the contractor and shall be in accordance with the specifications laid down.

- 15.** In case any material/work is found sub-standard the same shall be rejected by the Constituted committee and the same shall be removed from the site of work within 48 hours, failing which the same shall be got removed by Constituted committee at the risk and cost of the contractor without giving any further notice and time.
- 16.** The works shall be executed and measured in metric system. The metric dimensions given in the schedule of quantities and drawing etc. shall be followed.
- 17.** The contractor shall be responsible for completing the work and for satisfying all terms and conditions of the Contract without any extra payment over quoted rates unless otherwise specified. The contractor shall quote his rate for various items of work accordingly and no claim whatsoever shall be entertained for any incidental or extra work involved in the execution of the work as per nomenclature of the item and the specifications indicated in the tender documents.
- 18.** Subject to the nomenclature of the item as per schedule of quantities, the specification indicated in the tender documents, the rates quoted shall include cost of all materials including royalty and taxes if any, labour, sundry inputs, execution of work at all heights, levels, pattern and design for all leads, lifts and depths including overhead charges and contractor's profit. Nothing extra shall be paid on this account.
- 19.** The rate shall be inclusive of making design, pattern and execution of work at all levels and heights.
- 20.** The rates shall be inclusive of making any holes or otherwise for fixing any fixture/frame work and making good the structure to its original shape and finish.
- 21.** The contractor's responsible representative must present during the whole programme so as to ensure satisfactory performance of installations individually and as a whole to ensure their proper functioning.
- 22.** All items shall be arranged by the contractor himself and nothing extra shall be paid to the contractor on this account.
- 23.** The quantities of various items incorporated in the tender are approximate. However, the payments shall be made to the contractors on the basis of actual numbers.
- 24.** The contractor shall protect the adjoining buildings or works and the work under execution from fire and shall make adequate arrangements for fire protection and fire-fighting and if any property is damaged, by fire due to the negligence of the contractor, the same shall be made good by the contractor at his own cost, to the entire satisfaction of Committee.
- 25.** In order to achieve at the convocation date, the contract or may have to work in multiple shifts, round the clock including public and gazette holidays and nothing extra shall be paid on this account.
- 26.** All materials, articles and workmanship shall be of respective best quality and kind for the class described in the schedule of quantities and specifications. All materials, so used indifferent items of work shall be subject to the approval of the Committee.

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## TERMS & CONDITIONS

### 1. Bidding Criteria

The bidder shall be reputed and experienced agencies having specialization in such types of works of activities. The bidders would have to satisfy the eligibility conditions and submit documentary proof for the following:

- i. Must have GST registration certificate
- ii. Must be registered with PAN authorities' certification.
- iii. Average Annual turnover must be Rs. 10 Lakhs for at least two in last five years.
- iv. Copy of Certificate by Registered Chartered Accountant for at least two of last three financial years.
- v. At least two years of experience of Event Management.
- vi. Copy of order/completion certificate should be submitted with the bid.
- vii. Details of Office and Main contract person including telephone number/Fax Number/E-mail.

**Note :** Please submit all the documentary evidence in support of the above conditions as part of the pre-qualification criteria. CUSB further reserves the right to verify the quality and timeliness of work performance by qualifying agencies and bidder shall arrange permission for the same.

### 2. Requirements:

- i. Bid document can be obtained from the University campus or can be downloaded from the official website at [www.cusb.ac.in](http://www.cusb.ac.in).
- ii. The document must be accompanied by bid security of **Rs. 50,000/-** (Rupees Fifty Thousand Only) in the form of DD/BG/FDR from scheduled commercial government bank. Bid security is required to protect the risk of service provider's/ company's conduct, which would warrant the security's forfeiture. The bid security shall be drawn in favour of 'Central University of South Bihar', payable at Gaya. No interest will be payable by the CUSB, Gaya on the amount of the bid security. Unsuccessful service provider's bid security will be discharged/returned as promptly as possible, but after the bid results are declared and after request received from the service provider.
- iii. CUSB, Gaya may forfeit the security deposit for any failure on part of bidder to complete its obligations under the agreement.
- iv. This bid document is not transferable.

### 3. Schedule of Events

The detailed schedule of events is as follow: -

- i. Refundable bid security cost Rs. 50,000/- (Rupees Fifty Thousand Only) through bank DD/BG/FDR from a scheduled bank drawn in favour of Central University of South Bihar, payable at Gaya.
- ii. Issuance of document must be till 10/03/2025.
- iii. Submission of bid document until 10/03/2025 upto 04:00 PM.
- iv. Opening of bid on 11/03/2025 at 11:00 AM.
- v. Duration till which the bid should be valid for 90 days from the opening of the bid.
- vi. Publishing of result for successful bidders will be provided through official phone/ mail.
- vii. Contact details for any clarifications : please contact Registrar, Central University of South Bihar, Gaya.

**Note:** CUSB, Gaya shall not be responsible for non-receipt / non-delivery of the bid document due to any reason whatsoever.

#### **4. Payment Terms**

The entire payment will be done after successful and timely work accomplishment as per satisfaction of CUSB, Gaya subject to applicable deduction of Income Tax/GST/Others at source as per GOI norms.

#### **5. Reservation Right**

CUSB, Gaya reserves the right to :

- i. Extend the closing date for submission of the bids.
- ii. Amend the bid requirements at any time prior to the closing date, provided that the amendment is notified to prospective bidders.
- iii. Seek information from with one or more of the bidders on any issue at any time and to continue to negotiate with one or more of the bidders.
- iv. Terminate or abandon this procedure or the entire project whether before or after the receipt of bids.
- v. Seek the advice of external consultants to assist the University in the valuation or review of bids.
- vi. Make enquiries of any person, company or organization to ascertain information regarding the bidder and its bid.
- vii. Reproduce for the purposes of this procedure the whole or any portion of the bid despite any copyright or other intellectual right that may subsist in the bid.

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**ANNEUXRE- 'A'**

## **TECHNICAL BID PROFORMA**

<b>NIT No. : CUSB/PSD/ADMIN/CONVOCATION/T/29/2024-25 Dated: 27/02/2025</b>	
<b><u>Name of the Work:</u></b> Supply, Erection and Framing of German Hanger and other related facilities for Convocation at CUSB Panchanpur, Gaya	
1.	Name of the Organization
2.	Head Office / Registered Office Address
	Telephone No/mobile No.
	Fax No.
	Email
	Web site (if any)
	Date of Establishment
	Branch Office in Gaya , if any
	(Provide Complete Address)
	Telephone No.
	Fax No./Email
3.	Name of Chief Executive/ Proprietor/ Director / Partners with Designation
	Telephone No./Mobile No.
	Fax No./ Email
4.	Name of Supervisor for the Programme
	Telephone No./Mobile No
	Email
5.	<b>Type of Organization</b>
	<b>Certified Documents to be enclosed</b>
a.	Proprietary
b.	Partnership
c.	Private Limited Company
d.	Public Limited Company
e.	Public Sector
	Trade License
	Partnership Deed, Trade License
	Memorandum of Article
	Certificate of Registration
	Trade License

<b>6. Copy of Certificate by Registered Chartered Accountant for at least two of last three financial years. (enclose Chartered Accountant's certification &amp; Income Tax Return Copy)</b>		
<b>Year</b>	<b>Rupees (in Lakhs)</b>	<b>Annexure (Number)</b>
2021-22		
2022-23		
2023-24		

<b>7.</b>	<b>Commercial Information (enclose Attested Copy wherever Applicable)</b>			
<b>S. No.</b>	<b>Information</b>	<b>Details</b>		<b>Copy Attached</b>
a.	GST Registration Number			
b.	Excise Registration Number Trade / Factory License Number			
c.	PAN No.			
d.	MSME/NSIC Certificate			
e.	Relevant ISI/ ISO Certificate, if any			
f.	<u>Bank Details :</u> Account No.			
g.	Name of Bank & Branch			
h.	IFSC Code			
i.	Details of Tender Fee	Amount:	DD No. & Date	Name of the issuing Bank & Branch
j.	Details of EMD	Amount:	DD No. & Date	Name of the issuing Bank & Branch
k.	Details of Previous execution of work in Govt. Organisations/ Govt. Educational Institutions (Enclose Work order & Performance report. If required enclose separate sheets) Enclosures -	Name of the organization	Item Supplied / Qty.	Total Value (Rs in lakhs)

<b>8.</b>	MSME Entrepreneur	Comment				
<b>8.1.</b>	Is the bidder MSME Entrepreneur	Y / N				
<b>8.2.</b>	If yes, the category (GEN/OBC/SC/ST/Women) (Please tick whichever is applicable)	GEN	OBC	SC	ST	WOMEN
I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited.						
<b>Signature of authorized representative:</b> .....						
<b>Date:</b> .....						
<b>9.</b>	<b>Note</b>					
<b>9.1.</b>	Separate information sheet may be provided for item (s) in case space provided is not adequate.					
<b>9.2.</b>	Affidavit regarding Non-blacklisted Firm in the Letter Head and/or Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.					

## CHECK-LIST

SL. NO.	PARTICULARS	YES / NO	ANNEXURE/PAGE NO.
1	Tender Fee Rs. 1000/- (Non-refundable)		
2	EMD Amount of Rs. 50,000/- (Refundable)		
3	PAN Card		
4	GST Certificate		
5	Copy of ITR of two years		
6	Copy of Certificate by Registered Chartered Accountant for at least two of last three financial years.		
7	At least 02 nos. of copy of Order / Completion Certificate in last 03 years		
8	Registration of Firm/ Incorporation Certificate/ Partnership Deed etc.		
9	Non-Blacklisting Certificate		
10	Financial / Price Bid duly filled-in		
11	Duly signed/sealed copy of tender document along with all submitted document		

CUSB/PSD/ADMIN/CONVOCATION/T/29/2024-25 Dated: 27/02/2025

**SCOPE OF WORK -CUM- PROFORMA FOR PRICE BID**  
**BOQ AND SPECIFICATION DETAILS FOR THE SERVICES**

S.N.	SCOPE OF WORK	SPECIFICATION	Qty. (nos.)	Unit Price (In Rs.)	Total Amount
<b>1.0</b>	<b>Supply, Erection and Framing of German Hanger and Preparation of Temporary Auditorium for Convocation - 2025 at CUSB Panchanpur, Gaya</b>				
<b>A</b>	Supply and Framing of German Hanger along with platform, carpeting, power cabling, lights, and Sound system complete in all respects for Convocation on open ground as per specifications in <b>approx. 20,000 sq.ft. area. for 2000 persons</b> sitting arrangements.	<b>a.</b> Framing of Aluminium framed German Hanger Structure, fire resistant and black out white tarpaulin covered <b>b.</b> Green Carpet of required size with additional Red Carpet. <b>c.</b> Barricade(s) of various sitting areas along with pathway <b>d.</b> LED Metal Light for inside of the Hanger <b>e.</b> Power distribution and transmission for entire venue by insulated cable with MCB panel box. <b>f.</b> Temporary electrical power supply distribution arrangement including necessary cabling, supply & installation of distribution panel/board, MCB/MCCB etc. for light & audio system. Power supply at one point through DG Set shall be provided by CUSB, Gaya for light and audio system. The approximate distance of the power supply point is 250 meter from the Pandal.	<b>1 Job</b>  <b>(100 ft x 200 ft = 20,000 sq.ft.)</b>		
		<b>g.</b> Steel frame Sofa with white cover (2 Seater) / Steel Chairs/ Plastic Chairs			
		<b>h.</b> 2 nos. of Tower AC at Stage.			
		<b>i.</b> Sufficient nos. of Coolers/fans/lights for Pandal area.			
<b>B</b>	Gorgeous Flower Decoration & Bouquets	<b>a.</b> Specially crafted arrangements with a culmination of imported and fresh varieties of Asiatic & Oriental Lilys, Anthuriums, Calla Lilys, Birds of Paradise, Hydrangea, Cymbidium, Gladiolus, Heliconia, Tulips etc. in the arena in front of the stage and along pathway and with flower pots etc.			
		<b>b.</b> On Stage -Heavy Flower work in garden style on stage, backdrop, side wings.			
		<b>Total Amount for 01 (A &amp; B above)</b>	<b>Rs.</b>		
		Add : GST on above @.....	<b>Rs.</b>		
		<b>Total Amount including GST</b>	<b>Rs.</b>		
		<b>Total Amount in Words (including all taxes and charges)</b>			
		<b>Rupees:</b>			

**SPECIAL CONDITIONS: -**

- i. ABOVE AMOUNT IS F.O.R. CUSB GAYA.
- ii. SUPPLY AND INSTALLATION OF WORK EXCEPT FLOWER DECORATION MUST BE COMPLETED ON **18/03/2025** AND ALL WORK ALONG WITH FLOWER DECORATION BE COMPLETED ON **19/03/2025** WITHOUT FAIL, OTHERWISE, PENALTY SHALL BE LEVIED AS PER DIRECTION OF THE COMPETENT AUTHORITY AND SAME SHALL BE BOUND UPON YOU.
- iii. ALL CLOTH MATERIALS & CARPETS SHOULD BE NEAT & CLEAN.
- iv. ONE OR TWO NOS. OF SUPERVISOR FOR ALL THE PROGRAMME MANAGEMENT SHALL BE DEPUTED AND NAME/CONTACT DETAILS ETC. OF SUPERVOSOR(S) MUST BE PROVODED WITHIN NEXT DAY OF ACCEPTANCE OF THE ORDER/LOA.
- v. SCOPE OF WORK AS IN TENDER DOCUMENT SHJALL BE PART OF THE ORDER/LOA. VENDOR SHALL BE LIABLE TO COMPLY ALL T&C OF THE SCOPE OF WORK.
- vi. NO EXCUSE SHALL BE CONSIDERED ON FAILURE ON ANY PART OF ARRANGEMENTS OF CHIEF GUEST OF CONVOCATION AND MUST BE COMPLIANCE AS PER THE TENDER T&C/ORDER.
- vii. EMD DEPOSITED AT THE TIME OF TENDER SHALL BE REFUNDED AFTER 03 MONTHS OF SUCCESSFUL COMPLETION OF WORK.
- viii. 100% PAYMENT SHALL BE MADE AFTER DELIVER AND SUCCESSFUL COMPLETION OF THE WORK.
- ix. IT WILL BE THE DUTY OF THE BIDDER TO ARRANGE FOR TRANSPORTATION, LOADING/UNLOADING OF THE EINTIRE ITEMS. NO ANY EXTRA SHALL BE PAID OVER THE QUOTED/ORDERED PRICE.
- x. OTHER TERMS & CONDITIONS AS PER TENDER DOCUMENT.

**Date: ...../...../2025**

**Signature/Seal of the bidder**

**Place: .....**