

E-Tender Notice (Short Term)
Notice No E-10/ DU/2023

Doon University
Mothrowala Road, Kedarpur
PO Defence Colony
Dehradun-248012

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Date: Dehradun: 12.10.2023

Convocation of Doon University is scheduled on 6th November 2023. E- tenders are invited from the experienced event managers for management of the event. Details of the management are as under:-

Sl.	Description of Work	Date/Arrangements
1.	Lighting and Sound System for the event	As per requirement
2.	Flag from Main gate to Auditorium	100 Nos
3.	High Tea for VIPs	For approximate 300 VIPs, Staff, and Journalists (06.11.2023)
4.	High Tea for Students	For approximate 500 students (06.11.2023)
5.	LED wall 10 x 8	Two
6.	Silent Generator Set (With diesel)	For 02 days (5.11.2023 and 6.11.2023)
7.	Tea – Biscuits	For 500 students (for Final Rehearsal) 05.11.2023
8.	Water Dispenser	As per requirement
9.	Fire extinguisher	As per requirement
10.	Flower decoration of the venue and Stage	As per requirement
11.	Banner and Cut-outs	As per requirement

(Quantity may be increased or decreased by 25%)

Bidders are advised to attend the pre-bid meeting on 18.10.2023 at 12:30 pm in Doon University to understand the event related requirements.

- 2- Date of Release of invitation for Bids through e-tender **12.10.2023**.
- 3- The bid document are available online on <http://uktenders.gov.in> from 12.10.2023. The bidder may download the documents through temporary user name & password that is mentioned on the website. For submission of the bids online the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized certifying authorities.
4. Bid should be valid for a period of 90 days.
- 5- Tender fee shall be submitted in form of **Demand Draft** in favour of Doon University Dehradun.
- 6- Earnest money shall be in the form of Bank Guarantee/FDR of any Nationalised Bank/Scheduled bank in favour of Doon University, Dehradun, Uttarakhand (to be valid for a period of 90 days beyond the original validity period of the bids i.e. Financial Year **2023-24**).
- 7- The bidder are required to submit the bid documents on line. The bidder shall also attach the scanned copy of D.D for tender fee and scanned copy of document for earnest money online.
- 8- Last Date/time for receipt of Bid through e-procurement is **26.10.2023, 4.00 P.M.**
- 9- The bidder are required to submit (a) original demand draft towards the cost of bid documents (b) original bid security/EMD in approved form and (c) original affidavit regarding correctness of information furnished with bid document as per provision of bidding documents (d) a set of scanned copies of all the original documents presented through e-tendering should be submitted in physical form (e) Affidavit of Rs. 100/- excepting all the terms and conditions of the tender should be submitted to the University failing which bid shall be declared non-responsive. The Department shall not be responsible for any postal delay.
- 10- The list of successful tenderers qualifying the technical bid **may** be called for presentation of concept and theme of the event at their own cost **The price bid of only technically** qualified tenderers shall be opened.
- 11- The Vice-Chancellor, Doon University, Dehradun reserves the right to reject any or all tenders without assigning any reason thereafter.
- 12- Tenderers are advised to go carefully through the e-tender document and instructions available **on website** and ensure compliance before submitting their e-tender. Conditional bids shall not be accepted.
- 12- All other conditions relevant to tender process can be seen in Instructions to bidders (ITB) **given** in bidding documents.

For further details please log on to <http://doonuniversity.ac.in>

Registrar
Doon University, Dehradun

