



# शुी वशुशुकुरुणु कुशुल वशुशुवशुदुलकु

(हरशुडुडुणु सरकुकर, ँकुट संखुडुडु 25, 2016 कु तहत )

**Shri Vishwakarma Skill University**  
**Plot 147, Sector 44, Gurugram, Haryana**

**REQUEST FOR PROPOSAL (RFP)**

**for**

**PREMISES ON RENT/ LEASE FOR OFFICE AND CLASS ROOMS  
ETC. FOR THE SHRI VISHWAKARAMA SKILL UNIVERSITY**

**Tender No: SVSU/2022/AR /010**

**Date : 02-02-2022**

## **Notice Inviting Quotation**

Shri Vishwakarma Skill University, Haryana invites online Request for Proposal (RFP) form exiting institutions within 25 KM of Transit Campus, Plot No.147, Sector-44, Gurgaon or Permanent Campus, SVSU, Village: Dudhola, Palwal, **“To take premises on rent/lease for office and class rooms etc. for the Shri Vishwakarma Skill University”** through e-procurement on portal <https://etenders.hry.nic.in> from the interested Societies/ Trusts. The Premises meeting all mandatory requirements will initially be taken on lease for Six Months. The RFP documents to be downloaded from website (<http://www.svsu.ac.in>) of Shri Vishwakarma Skill University, Haryana for reference only. A minimum eligibility criterion has been given in RFP document.

Apart from uploading e-tender on website, bidder has to deposit EMD and RFP + E-service fees along-with other documents.

### **1. SCHEDULE / DOCUMENT CONTROL SHEET**

<b>1.</b>	(Tender Fee + E-Service Fee) + GST	<b>(3000/- + 1000/-) + 180/ = 4180/- (Rupees Four Thousand One Hundred Eighty only)</b>
<b>2.</b>	EMD Amount	02 % of tender Value
<b>3.</b>	Performance Security	10 % of Tender value
<b>4.</b>	Issue of Tender Document	02-02-2022, 12:30 Hrs.
<b>5.</b>	Online Tender Purchase Start Date	02-02-2022, 12:30 Hrs.
<b>6.</b>	Last date for receipt of queries	03-02-2022, 14:00 Hrs.
<b>7.</b>	Date of pre bid meeting	04-02-2022, 11:00 Hrs.
<b>8.</b>	Online proposal Submission Start Date	02-02-2022, 12:30 Hrs.
<b>9.</b>	Online Tender Purchase End Date	09-02-2022, 17:00 Hrs.
<b>10.</b>	Online proposal Submission End Date	09-02-2022, 17:00 Hrs.
<b>11.</b>	Opening of Technical Bid	11-02-2022, 14:00 Hrs.
<b>12.</b>	Offered Space Visit and Inspection	<b>Subsequent date to be informed later.</b>
<b>13.</b>	Financial Bid	<b>Subsequent date to be informed later.</b>
<b>14.</b>	Validity period of Proposal	180 Days
<b>15.</b>	Address of Communication	<b>Registrar Shri Vishwakarma Skill University, Plot 147, Sector 44, Gurugram Haryana</b>
<b>16.</b>	Contact Phone Numbers	<b>0124-2746800</b>
<b>17.</b>	E-mail Address	<b>registrar@svsu.ac.in</b>

- \* Tender document can also be downloaded from University Website [www.svsu.ac.in](http://www.svsu.ac.in)
- # University reserved the right to change any Date, Time and condition of Tendering without assigning any reasons.
- ❖ The tender documents fees and E-Service fee shall not be refunded.
- Amendments to RFP, if any, would be published on e-procurement website <https://etenders.hry.nic.in> only and not in newspaper. The Shri Vishwakarma Skill University, Haryana reserves all the rights to accept or reject any or all tenders without assigning any reasons.

## **2. DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or subsequently provided to the bidders, whether verbally or in documentary or any other form by or on behalf of Shri Vishwakarma Skill University, Haryana is provided to bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

Information provided in this RFP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Shri Vishwakarma Skill University, Haryana accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Shri Vishwakarma Skill University, Haryana also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance or any bidder upon the statements contained in this RFP.

Shri Vishwakarma Skill University, Haryana may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that Shri Vishwakarma Skill University, Haryana is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the renting and Shri Vishwakarma Skill University, Haryana reserves the rights to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Shri Vishwakarma Skill University, Haryana or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and Shri Vishwakarma Skill University, Haryana shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

(On Organization Letterhead)

**3. CHECKLIST FOR BIDDERS**

Online system shall be followed i.e.

**3.1.** Please note that in any case if price-bid/Financial Offer submitted manually then bid shall not be accepted.

**3.2.** Only those proposals will be considered for opening, who have submitted their BID online by due date/time (as specified in Bid Data Sheet).

The following checklist is for the convenience of the bidders. Kindly check the following points before submitting the bids.

Sr. No.	Checklist	Checkbox (Please tick '√')
1.	Have submitted the proof of applicant is the original Owner of premises or power of attorney holders or authorized agents of properties.	
2.	Whether the all pages of the proposal has been signed and stamped by bidder/authorized signatory?	
3.	Have submitted the Scanned copy (PDF format) of the technical proposals on e-Procurement Portal?	
4.	Have submitted the Registration & associated Documents on e-Procurement Portal?	
5.	Have submitted copy of PAN, GST, TAN Registration etc. on e-Procurement Portal?	
6.	Have submitted the copies of approval plan of the building offered	
7.	Have submitted the updated copies of all Municipal/ other applicable tax receipts.	
8.	Have submitted EMD and RFP+ E-Service charges on e-Procurement Portal?	
9.	Have all the pages of proposal (Technical Proposal) been properly numbered and signed by authority/ authorized person only?	
10.	Have you checked the eligibility Criteria and Submitted the relevant documents as proof on e-Procurement Portal?	
11.	Whether the number of pages of the proposal properly indexed?	
12.	Have submitted the all Affidavits on e-Procurement Portal?	
13.	Have submitted the Mandate Form for Electronic Fund Transfer/RTGS Transfer on e-Procurement Portal?	
14.	Have submitted the authority letter for signing the proposal n e-Procurement Portal?	
15.	Have submitted the authority letter for use of digital signature on e-Procurement Portal?	
16.	Whether the RFP document has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?	

<b>17.</b>	Whether the RFP corrigendum (if any) has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?	
<b>18.</b>	Have submitted the financial bid as per BOQ.	
<b>19.</b>	Have submitted the approval for offered space to run educational activities,	
<b>20.</b>	Have submitted the No Objection Certificate/ all clearance form shall be submitted dual use of the property.	
<b>21.</b>	All documents to be submitted by the firms should be duly attested by gazetted officer/ notary public in case these are copies of the original documents. No unattested documents will be entertained.	

#### 4. INSTRUCTION TO BIDDER FOR E-TENDERING

*Note: Following conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.*

##### 4.1. E Tendering:

- 4.1.1. For participation in e-tendering module of Shri Vishwakarma Skill University, Haryana it is mandatory for prospective bidders to get registration on website <https://etenders.hry.nic.in>. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- 4.1.2. Tender documents can also be downloaded from website <http://www.svsu.ac.in>. However, the bidders have to upload complete tender document online along-with deposit of EMD amount and RFP document Fee + E-service fee and without EMD amount and RFP document Fee + E-service fee bids will not be accepted.
- 4.1.3. E-service/gateway charges shall be borne by the bidders.
- 4.1.4. As per the directions of the Controller of Certifying Authorities, Ministry of Communication and Information Technology, Government of India, a **Class II Digital Certificate** shall be required to bid for all tenders solicited electronically. If the bidder does not have such a certificate, it may be obtained from any of the registering authorities or certification authorities. Kindly note that it may take at least three-five business days for the issue of a digital certificate. Bidders are advised to plan their time accordingly. Shri Vishwakarma Skill University, Haryana shall bear no responsibility for accepting bids which are delayed due to non-issuance or delay in issuance of such digital certificate.
- 4.1.5. If bidder is bidding first time for e-tendering, then it is obligatory on the part of bidder to fulfil all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- 4.1.6. Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.
- 4.1.7. Bidder must positively complete online e-tendering procedure at <https://etenders.hry.nic.in>
- 4.1.8. Shri Vishwakarma Skill University, Haryana shall not be responsible in any way for delay / difficulties / inaccessibility of the downloading facility from the website for any reason whatsoever.
- 4.1.9. For any type of clarifications bidders/contractors can visit <https://etenders.hry.nic.in> and <http://www.svsu.ac.in>.
- 4.1.10. The bidder whosoever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter.
  - 4.1.10.1. RFP cost + E-service Fee and EMD Amount
  - 4.1.10.2. Affidavits,
  - 4.1.10.3. Authority Letter to Sign on behalf of Owner of premises,
  - 4.1.10.4. Authority Letter for use of Digital Signature
  - 4.1.10.5. Technical Bid with all relevant enclosures.
  - 4.1.10.6. All documents to be submitted by the firms should be duly attested by gazetted officer/ notary public in case these are copies

of the original documents. No unattested documents will be entertained.

- 4.1.10.7.** The prospective bidders will upload scanned self-certified copies of requisite documents as required in e-tendering process.
- 4.1.11.** The RFP document cost+ E-Service Fee is to be deposited online by bidder.
- 4.1.12.** The Bidder should submit a non-refundable tender fee online. The Technical Bid without Tender fee would be considered as UNRESPONSIVE and will not be accepted.
- 4.1.13.** The tender fee will not be returned/refunded to any Bidder in any circumstances.
- 4.1.14.** The tender documents fees shall not be refunded.
- 4.1.15.** If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.
- 4.1.16.** The EMD amount is to be deposited online by bidder.
- 4.1.17.** No Proposal will be accepted without valid RFP cost and Earnest Money Deposit.
- 4.1.18.** The Bidder should submit an EMD amount online. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The Earnest Money Deposit (EMD) in other form viz., Pay Order/Cheque etc. shall not be accepted.
- 4.1.19.** No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
- 4.1.20.** The EMD will be returned to unsuccessful Bidders only after the award of Purchase Order. In case of successful Bidder, EMD will be returned after the submission of Performance Bank Guarantee.
- 4.1.21.** EMD will not be refunded, if the order is not accepted. In case, the offer is accepted, but not honoured by the tenderer, the EMD will be forfeited. The EMD will also be forfeited, if wrong information is furnished or any vital information is concealed in the tender document.
- 4.1.22.** The tenders uploaded without/incomplete/partial EMD and tender fee + E-service fees shall be disqualified.
- 4.1.23.** If the tenders are cancelled or recalled on any grounds, the EMD will be returned to the bidder.
- 4.1.24.** On the due date of e-tender opening, the technical bids of bidders will be opened online. Shri Vishwakarma Skill University, Haryana reserves the right for extension of due date of opening of technical bid.
- 4.1.25.** Shri Vishwakarma Skill University, Haryana reserves the right to accept or reject any or all tenders without assigning any reason what so ever.
- 4.1.26.** In case, due date for opening of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.
- 4.1.27.** Any change/modifications/alteration in the RFP by the Bidder shall not be allowed and such tender shall be liable for rejection.

## **4.2. Technical bid: -**

Bidders must positively complete online e-tendering procedure at <https://etenders.hry.nic.in> They shall have to submit the documents as prescribed in the RFP online in the website. The website/e-portal may accept a file sizing upto 10

MB, however, the bidders may submit their complete bids (with all the requisite documents) in multiple files.

**4.3. Financial bid: -**

Bidder must submit the Price/Financial bid including all the applicable taxes as per the format given in BOQ available online and uploaded as per instructions therein.

**Physical submission of price bid will not be considered.** The financial bids of technically qualified bidders shall be opened online at the notified date. The bidder can view the financial bid opening date by logging into web-site.

For amendment, if any, please visit <https://etenders.hry.nic.in> web site regularly. In case of any bid amendment and clarification, the responsibility lies with the bidders to note the same from web site. The **Shri Vishwakarma Skill University, Haryana** shall have no responsibility for any delay/omission on part of the bidder.

## 5. TERMS and CONDITIONS

- 5.1 Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered. No application will be received through e-mail/fax. The University would not be responsible for any delay.
- 5.2 Tender Fee (Non-Refundable):** The Bidder should submit a non-refundable tender fee online. The Technical Bid without Tender fee would be considered as UNRESPONSIVE and will not be accepted. The tender fee will not be returned/refunded to any Bidder in any circumstances. If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.
- 5.3 Preparation of Bids:** The Technical and financial offer/bid should be submitted online. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid.  
All documents to be submitted by the firms should be duly attested by gazetted officer/ notary public in case these are copies of the original documents. No unattested documents will be entertained.
- 5.4 Earnest Money Deposit (EMD) (if applicable):** While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:
- 5.4.1** The Bidder should submit an EMD amount online. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful Bidder after the award of the Purchase Order. The Earnest Money Deposit (EMD) in other form viz., Pay Order/Cheque etc. shall not be accepted.
- 5.4.2** No interest shall be payable by the lessee to the BIDDER on Earnest Money for the period of its currency.
- 5.5 Refund of EMD:** The EMD will be returned to unsuccessful Bidders only after the award of Purchase Order. In case of successful Bidder, EMD will be returned after the submission of Performance Bank Guarantee.  
EMD will not be refunded, if the order is not accepted. In case, the offer is accepted, but not honoured by the Bidder, the EMD will be forfeited. The EMD will also be forfeited, if wrong information is furnished or any vital information is concealed in the tender document. Apart from it, he will be liable for any other action against him, as may be considered necessary by the Vice-Chancellor.  
If the tenders are cancelled or recalled on any grounds, the EMD will be returned to the bidder.
- 5.6 Opening of the tender:** The bid will be opened by a committee duly constituted for this purpose in presence of Bidder's representative if available. Only one representative will be allowed to participate in the tender opening. Bid received

without or incomplete Tender Fee or EMD will be rejected outrightly. The technical bid will be opened first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which are technically qualified as per the specification, and will be opened in the presence of the bidder's representatives subsequently for further evaluation. The Bidder if interested may participate on the tender opening Date and Time. The Bidder should produce authorization letter from their company to participate in the tender opening. The University may call bidders for demonstration and presentation of the equipment during technical evaluation. The cost for the demonstration will be borne by the bidder and University will not pay any TA/DA for presentation/demonstration. If any firm fails to successfully demonstrate the system quoted by them, the Bid of that firm will not be considered.

## **5.7 Performance Security:**

- 5.7.1.** Performance Bank Guarantee is mandatory.
- 5.7.2.** The Successful Bidder shall require to submit the performance security/Guarantee in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is stated at the "Schedule" of the tender document within 21 days from the date of receipt of the purchase order and should be kept valid for a period of 60 days beyond the date of completion of warranty period. The Performance security in other form viz., FD/Term Deposit Receipt etc. shall not be accepted.
- 5.7.3.** The Successful Bidder should submit performance security/Guarantee as prescribed above to be received in the office Registrar, Stores & Purchase Section on or before 21 days from the date of issue of order acknowledgement. The performance bank guarantee to be furnished in the form of Bank Guarantee, for an amount covering 10% of the purchase order value.
- 5.7.4.** The Performance Bank Guarantee should be established in favour of Shri Vishwakarma Skill University," through any Bank situated at Gurugram or outstation with a clause to enforced the same on their local branch at Gurugram. Performance Bank Guarantee shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful Bidder and the purchaser under the terms and conditions of acceptance to tender.
- 5.7.5.** If the bidder shall not submit the performance security within 21 days from the date of receipt of purchase order and if there is delay in submission of performance security, purchase order may be cancelled. The competent authority may accept the performance security after the above mention deadline of 21 days subject to submission of justification by the Bidder, however the decision of the competent authority is final in this regards.
- 5.7.6.** The successful Bidder is entirely responsible for due performance of the contract in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.
- 5.7.7.** The performance bank guarantee shall be kept valid during the period of contract.

- 5.8** The building offered must be vacant, free from all encumbrances/claims and legal or other disputes etc. Documentary proof w.r.t the ownership of the Building and the absence of any encumbrance, claim and legal or other disputes must be submitted along with the offer document. **A certificate from an Advocate/ CA showing that the premises are free from encumbrances should be provided.** The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The building should have adequate fire safety measures and security measures as per legal requirement. The property should be insured against all types of damages during the entire period of contract.
- 5.9** Owing to nature of work, it would be strongly preferred that the area offered for rent should be a standalone building for exclusive use by the university. If it is to be shared with others, then floors offered should be contiguous. **Layout plan of the building should be attached with Technical Bid.** If it is independent building in a plot, then the rent quoted shall give the right to the tenant for usage of the total plot area within the boundary of the offered property.
- 5.10** The premises should have proper connectivity with local transport.
- 5.11** The building should be sufficiently ventilated and should have natural lighting.
- 5.12** The building should preferably be for exclusive use i.e. entirely for the usage of this University. The Building offered should be ready to be occupied.
- 5.13** The area surrounding the building and approach road leading to the building should not be congested and the front road/approach road should be wide. Surroundings of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria to decide the suitability of the offered premises.
- 5.14** The owner/owner(s) of premises will have to make modifications/alterations in the premises if so desired by the university **at his own cost** before handing over possession to the Shri Vishwakarma skill University, Haryana.
- 5.15** The layout of the offered space should be suitable for running the classes, Labs, Workshop, Canteen, administrative work.
- 5.16** False ceiling, light fittings, power sockets etc. should be provided by the bidder. The building should have adequate toilets facilities separately for ladies and Gents on each floor of the proposed area.
- 5.17** Throughout the period of lease, maintenance (civil, electrical, mechanical, plumbing including consumables etc.) and housekeeping shall be responsibility of the owner and the owner shall also carry out periodical repairs (It should be repaired on monthly basis) also. No additional/ separate charges shall be paid for the same by the University.
- 5.18** The building should adhere to the fire safety norms prescribed & conform to the firefighting norms.

- 5.19** The building in which space is offered should have easy and convenient approach and having adequate parking space. Parking should be provided in the same building offered for hire.
- 5.20** The building should be in ready to use condition within 20 days from the date of communication of bid acceptance letter, with electricity, water, sewerage, firefighting equipments and adequate toilet facilities etc. The particulars of amenities provided/proposed to be provided inside the property/building complex should be clearly indicated in the Technical Bid.
- 5.21** The offered space should have separate electricity supply and having sufficient installed electricity load and water connection. The electric power available should be indicated. The owner/owner(s) of premises shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession. These connections should be in the name of the owner/owner(s) of premises and the consumption charges of the electricity shall be paid by shri Vishwakarma Skill university and the water supply and sewerage charges shall be paid by bidder.
- 5.22** Additionally, the building should have power supply and power backup (Generator) for essential services. There should be adequate open space for generators and provision for connecting them to the power supply lines. The power supply and Power Backup (generator) should be inclined with the building premises load.
- 5.23** All Building services such as Power supply, Plumbing, Toilets, and Sewerage System should be fully operational at the time of handing over the premises by the owner/owner(s) of premises. All internal and external walls should be painted with good quality paint at the time of handing over the premises. This would obviate any wastage of time and lead to smooth running of the office right from day one.
- 5.24** The building should be operative 24 x 7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.
- 5.25** The building should be under proper maintenance and having all the general facilities viz: permanent arrangement for adequate supply of potable water (separate overhead tanks should be provided for drinking water) and sufficient water for toilets, wash-basins, housekeeping, other cleaning purposes etc. on 24 x 7 basis.
- 5.26** Painting of the premises including classrooms, office rooms, library, dean rooms, verandahs, hostels, bathrooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by SVSU.

In case the owner/owner(s) of premises fails to do so, the SVSU shall have the right to arrange it at the cost of the owner/owner(s) of premises and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/owner(s) of premises.

**5.27** The owner/owner(s) of premises s will have to make modifications/alterations in the premises if so desired by the university **at his own cost** after handing over possession to the Shri Vishwakarma skill University, Haryana.

In case the owner / owner(s) of premises fails to do so, the SVSU shall have the right to arrange it at the cost of the owner/owner(s) of premises and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/owner(s) of premises.

**5.28** Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of SVSU. The registration charges, stamp duty for registration of lease deed to be borne by the owner/owner(s) of premises. The successful tenderer shall have to execute an agreement on a non-judicial stamp paper of Rs.100/- within 10 days of the acceptance of the work order/LOA.

**5.29** The rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes /cess present and future – House Tax, Property Tax, Service Tax and Municipal Taxes etc. & include all amenities.) except GST. **The rent will be paid from the date of taking possession of the premises.** Nothing extra will be paid other than the monthly lease rent.

**5.30** Lessee shall have the right to carry out necessary alterations / modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning. Provided always that the SVSU shall not make any permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of owner/owner(s) of premises (s) but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by SVSU for the purpose of better amenities and carrying on its function effectively. But the Lessee SVSU shall have all right to make temporary alterations in the demised premises and to erect temporary partitions, cabins, counters etc. as are necessary to carry on the day to day activities.

**5.31** Lessee shall have the right to install satellite dishes/communication towers and other communication equipment etc. as deemed necessary by the lessee for facilitating electronic communication as also installation of power generating/ amplifying devices including but not restricted to power transformers, etc. as well as placing of sign boards, SVSU publicity materials. etc. in the terrace for its activities and the owner/owner(s) of premises will have no objection of any kind whatsoever and shall not claim any compensation or additional rent but however if any damage is resulted upon the demised premises due to such activities, the SVSU, Gurugram would be liable to repair the damage so caused, normal wear & tear is however excepted.

**5.32** Since lessee has no insurable interest, the lessee will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets on account of risks like burglary, fire or natural calamity etc.

**5.33** Whenever necessary, the owner/owner(s) of premises (s) will carry out necessary repairs of the building from time to time within reasonable period and in the event

of failure or neglect or default on the part of the owner/owner(s) of premises to carry out or effect necessary repairs, it will be optional for the lessee either to terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner/owner(s) of premises and to deduct, the expenses so incurred along with interest etc. from the rent which is payable or become payable or otherwise recover from the owner/owner(s) of premises. No rent will be payable for the period during which the lessee is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner/owner(s) of premises to carry out the necessary repairs of the demised premises.

- 5.34** The possession of the premises will be given to the lessee after completion of entire work as per lessee's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to lessee's specifications, the owner/owner(s) of premises has to complete the same within a reasonable time from the date of possession of premises and in case of default the SVSU will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner/owner(s) of premises s.
- 5.35** During the period of the lease agreement the owner/owner(s) of premises shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the lessee with any party affecting lessee's right of occupation and any of the terms of the lease without written consent of the lessee.
- 5.36** If the owner/owner(s) of premises is desirous of making any addition to the building it shall be ensured by him that no access/approach by whatever means from the demised portion or by encroaching upon the open spaces which been available to the exclusive use of the lessee.
- 5.37** In the event of the owner/owner(s) of premises deciding to sell the demised premises during the period of tenancy or at the expiration of the same he shall in the first instance offer them to the lessee at the lowest price which he is prepared to accept for them and the lessee shall within one calendar month from the date of receipt of such offer may accept or reject such offer.
- 5.38** Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by Shri Vishwakarma Skill University and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions as mentioned in the tender document.
- 5.39** The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are short-listed after assessing the suitability of the accommodation, compliance to Scope of work and specifications, verification of their credentials and other liabilities. The short-listed bidders will be notified about the date and timing of opening of financial bids.

- 5.40** In case of any damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God and be not caused by the acts or neglect or fault of the lessee, then in such case the loss shall be bearded by the owner/owner(s) of premises and not by the lessee.
- 5.41** The lessee shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/owner(s) of premises by giving **one months'** notice in writing or subject the whole or a part of the premises. The owner/owner(s) of premises shall not claim /be shall not be entitled for any compensation/rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with the lessee.
- 5.42** That the lessee will at the expiration of the said term or any extension thereof (if agreed to mutual) peaceable and quietly yield and deliver up possession of the demised premises to the owner/owner(s) of premises in the nearly same condition as at the time of commencement of initial lease. Wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God excepted but this condition shall not be construed to render the Directorate liable to do any repairs of any kind to the demised premises.
- 5.43** After receipt of lessee's confirmation for leasing of the premises which is considered to be most suitable/reasonable and its acceptance by lessee, if the owner/owner(s) of premises backs out on account of any reason, the owner/owner(s) of premises is liable to pay the Shri Vishwakarma Skill University the full expenditure incurred by the SVSU from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.
- 5.44** Participation in the tender does not entail any commitment from the lessee and lessee reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason.
- 5.45** In case the owner/owner(s) of premises fails to provide the facilities desired by the SVSU, the SVSU shall have the right to arrange it at the cost of the owner/owner(s) of premises and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner/owner(s) of premises.
- 5.46** The offered space should have separate cafeteria/canteen area with the minimum sitting capacity of 50 students at one time.
- 5.47** The offered space should be free from the surrounding noise for not disturbing the classes and office work.
- 5.48** The building should have proper lock system in each room as to maintained the security including Almira, door, cupboard and windows etc.
- 5.49** The offered space should have under proper CCTV surveillance.

- 5.50** Building must be approved to run Educational activities and should be attached the approval in tender document.
- 5.51** The tender will be acceptable from the original owner/ lease holder/ power of attorney holder of the building / property or their authorized agents. The lease deed should be executed after the verification of documents by SVSU.
- 5.52** The SVSU will not make any security deposit or any brokerage for the offered property under any circumstances.
- 5.53** The lease rental shall be subject to TDS as per the provision of Income Tax act in force.
- 5.54** The rent would be payable from the date of actual possession of the hired property.
- 5.55** The following documents should be submitted along with EOI documents: -
- i. Proof that the applicant is the original Owner/Owner(s) of premises or taken on lease or power of attorney holders or authorized agents of properties.
  - ii. Copy of PAN of the bidder.
  - iii. Certificate of authorized signatory from original owner/owner(s) of premises of a Trust, Society etc. if applicable.
  - iv. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/ renting and that there are no pending payments against the same.
  - v. No Objection Certificate/ all clearance form shall be submitted dual use of the property.
  - vi. Copies of approved plan of the building offered.
  - vii. Updated copies of all Municipal/ other applicable tax receipts.
- 5.56** Building offered must be free from all encumbrances, claims and legal disputes etc. payment of all taxes, duties, dues etc. affidavit must be submitted along with this tender documents.
- 5.57** Firstly, all disputes and differences of any kind whatsoever arising between the parties (Employer and Bidder) out of or in connection with the contract/bid shall in the first place be referred by the Bidder to the SVSU in writing for resolving the same through mutual discussion, negotiations, deliberation etc. associating representatives from both the sides and concerned efforts shall be made for reaching amicable settlement of disputes or differences.
- 5.58** If any dispute or difference arises between the parties under or in relations not resolved by mutual settlement to this agreement, the same shall be referred to the sole Arbitrator with due regard of the Vice Chancellor of the SVSU and the decision of the Vice-Chancellor, SVSU or any officer appointed by him / her for this purpose shall be final and binding upon the parties, including the venue, as selected by him.

**5.59** In respect of any legal proceedings arising as a result of or relating to or incidental to this agreement, the court in Gurugram/Palwal shall have exclusive jurisdiction.

**5.60 Acceptance/ Rejection of bids: The Committee reserves the right to reject any bid not fulfilling the eligibility criteria.**

**Eligibility Criteria:**

**5.60.1.** Non-compliance of tender terms & conditions, non-submission of required documents, lack of clarity of the specifications, contradiction between Bidder specification and supporting documents etc. may lead to rejection of the bid.

**5.60.2.** Incomplete Tender such as unsigned Tender, late submitted Tender, conditional Tender, not confirming to the eligibility criteria and scope of work and specification or with any vaguer term such as 'Extra as applicable', will be considered as rejected.

**5.60.3.** Without requisite tender and other fees as per tender conditions

**5.61 Governing Language:** The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

**5.62 Reservation of Rights:** University reserved the right to enhance or mitigate the quantity without any notice.

**5.63 Negotiation of Rates:** Regarding negotiations of rates, policy issued by the State Government vide G.O. No.2/2/2010-4-IB-II dated 18.06.2013, G.O. No.2/2/2010-4-IB-II dated 16.06.2014, G.O. No.2/2/2010-4-IB-II dated 09.02.2015 will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on home page under section as Tender Forms."

**5.64 Sanctions for Violations:** Any breach of the aforesaid terms & Conditions and Scope of work and Specification, requirements & conditions by the bidder or any one employed by it or acting on its behalf (whether with or without the knowledge of the bidder) shall entitle the lessee to take all or any one of the following actions, wherever required:

**5.64.1.** To immediately call off the pre-contract negotiations with other bidders without assigning any reason or giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.

**5.64.2.** The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bank Guarantee (after the contract is signed) shall stand forfeited either fully or partially, as decided by the lessee and the lessee shall not be required to assign any reason therefore.

**5.64.3.** To immediately cancel the contract, if already signed without giving any compensation to the bidder.

**5.64.4.** To recover all sums already paid by the lessee with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India. If any outstanding payment is due to the bidder from the lessee in connection with

any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

- 5.64.5. To encash the advance bank guarantee and performance guarantee/warranty bond, if furnished by the bidder, in order to recover the payments, already made by the lessee, along with interest.
  - 5.64.6. To cancel all or any other contracts with the bidder. The bidder shall be liable to pay compensation for any loss or damage to the lessee resulting from such cancellation/rescission and the lessee shall be entitled to deduct the amount so payable from the money(s) due to the bidder.
  - 5.64.7. To debar the bidder from participating in future bidding processes of the University for a minimum period of two years, which may be further extended at the discretion of the lessee.
  - 5.64.8. Forfeiture of Performance Bank Guarantee in case of a decision by the lessee to forfeit the same without assigning any reason for imposing sanction for violation.
- 5.65 **BID SIGNING:** The Tender must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.
- 5.66 **Conditional Bid:** Conditional Bid is not acceptable. Hence, the bidder is advised neither to alter the specification nor to mention anything on the Tender form, except cost, signature with seal, otherwise his Tender will not be considered.
- 5.67 The offer without prescribed earnest Money, tender Fee & E-Service fee is liable to be summarily rejected. The deficiency in the remaining documents and tender requirement can be made subject to the decision by the competent authority of the university.
- 5.68 Any or all tenders can be rejected by the Registrar, SVSU on the recommendation of tender committee without assigning any reason at any stage. It cannot be challenged in any court.
- 5.69 Tenders which do not fulfil any or all of the above conditions or incomplete, are liable for rejection.
- 5.70 In case any BIDDER is silent on any clauses mentioned in this tender document, the Institute shall construe that the BIDDER had accepted the clauses as per the invitation to tender.
- 5.71 Bidder should abide to all terms and conditions stipulated in tender document for which they have to submit the affidavit.
- 5.72 Legal action may be initiated against such Bidder in case any of the information submitted by the Bidder is found to be false at any stage of the contract.
- 5.73 In case bidder fails to fulfil the all terms & conditions and Scope of work and Specification, requirements & conditions, SVSU may consider "Banning" the bidder and the Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bank Guarantee (after the contract is signed) shall stand

forfeited either fully or partially, as decided by the SVSU and the SVSU shall not be required to assign any reason therefore.

**5.74** If bidder refuse to provide the any required arrangement, the university authority has the right to cancel the contract and forfeited the performance security.

**5.75 Evaluation of Technical Proposals**

**5.75.1.** Criteria for Evaluation of Technical Proposals

**5.75.2.** Technical proposal of all the Applicants will be evaluated based on the following Evaluation Criteria.

**5.75.3.** Technical proposals of all the Applicants will be evaluated based on Quality and Cost based selection (QCBS) system. Evaluation of the proposals will be done by the evaluation committee as per the parameters mentioned below:

<b>Sr. No.</b>	<b>Criteria</b>	<b>Score</b>
<b>1.</b>	Infrastructure Condition in accordance with requirements	<b>25</b>
<b>2.</b>	Ready to be occupied	<b>10</b>
<b>3.</b>	Entirely for the usage of the University.	<b>15</b>
<b>4.</b>	Connectivity with local transport, Distance from the Main Road/Highway, Nearest (Bus Stand, Police Station and Hospital) and Approach road leading to the building	<b>5</b>
<b>5.</b>	Ventilation and Natural Lighting and Surrounding noise	<b>5</b>
<b>6.</b>	Open and parking space	<b>5</b>
<b>7.</b>	Fire safety norms as per AICTE	<b>5</b>
<b>8.</b>	Power Supply and Power Backup	<b>5</b>
<b>9.</b>	Cafeteria/canteen area	<b>5</b>
<b>10.</b>	Conference Room and Auditorium	<b>5</b>
<b>11.</b>	Sports Facilities	<b>5</b>
<b>12.</b>	Medical Facilities	<b>5</b>
<b>13.</b>	Transport Facilities	<b>5</b>
	<b>TOTAL</b>	<b>100</b>

## **5.76 Evaluation of Technical Proposals**

- 5.76.1.** The eligibility criteria will be first evaluated as defined in tender document. Detailed technical evaluation will be taken upon respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum 60% marks in technical evaluation shall be considered for opening of financial proposals. The selection process will be based on Quality and Cost based selection (QCBS) – wherein 50% weight-age will be given to the technical proposal and 50% to the financial proposal.
- 5.76.2.** The Shri Vishwakarma skill University, Haryana will constitute an Evaluation Committee for evaluation of Proposals received.
- 5.76.3.** The evaluation committee evaluates the Technical Proposals on the basis of physical inspection of the offered premises. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.
- 5.76.4.** After the technical evaluation is completed, the Shri Vishwakarma skill University, Haryana shall notify Consultants whose Proposals did not meet the minimum qualifying technical eligibility criteria/score or Consultants whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will not be opened/downloaded. The Shri Vishwakarma skill University, Haryana shall simultaneously notify, in writing to the consultants whose Technical Proposals qualified minimum qualifying technical eligibility criteria/score, indicating the date, time, and location for opening of Financial Proposals. (Consultants' attendance at the opening of Financial Proposals is compulsory).

## **5.77 Public Opening and Evaluation of Financial Proposals**

- 5.77.1.** Public Opening of Financial Proposals –
  - 5.77.1.1.** At the public opening of Financial Proposals, bidder representatives who choose to attend will sign an Attendance Sheet.
  - 5.77.1.2.** The bidder representative will download the financial proposal of each of only qualified technical Proposal. Such representative will read out aloud the name of the bidder and the total price shown in the bidder Financial Proposal. This information will be recorded in writing by the bidder representative.
- 5.77.2. Evaluation of Financial Proposals**
  - 5.77.2.1.** Financial proposals shall be downloaded publicly and read;
  - 5.77.2.2.** Bidder attendance at the opening of Financial Proposals is optional.
  - 5.77.2.3.** The evaluation committee will review the detailed contents of each Financial Proposal. During the review of Financial Proposals, the Committee designated by the competent authority, Shri Vishwakarma skill University, Haryana involved in the evaluation process, will not be permitted to seek clarification(s) or additional information(s) from any bidder, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:
    - 5.77.2.3.1.** complete, to see if all the essential items of the corresponding Financial Proposal are priced,

5.77.2.3.2. If there are any Computational errors, then it will be corrected;

**5.78 Method of selection Agency/Firm:**

**The technical quality of the proposal will be given weight of 50%**, the method of evaluation of technical qualification will follow the procedure given above.

The price bids of only those consultants who qualify technically (**Minimum Qualifying Marks: 60%**) will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposal given financial score that are inversely proportionate to their prices. **The financial proposal shall be allocated weight of 50%. The financial proposal shall be considered only on the basis of the essential items and desirable items price also mentioned in the BOQ if provided by the bidder.** For working out the combined score, the employer will use the following formula:

**Total points** = T (w) x (T (s)/100) + F (w) x LEC / EC, where

**T (w)** stands for weight of the technical score.

**T (s)** stands for technical score

**F (w)** stands for weight of the financial proposal

**EC** stands for Evaluated Cost of the financial proposal

**LEC** stands for Lowest Evaluated Cost of the financial proposal.

The proposals will be ranked in terms of total points scored. The proposal with the Highest Total Points (H-1) will be considered for award of contract and will be called for negotiations, if required.

**5.79 Award of Procurement Services/ Letter of Award (LOA)**

Shri Vishwakarma skill University, Haryana will issue Letter of Intent (LoI) in favour of bidder who will come first by QCBS method. A Letter of Award (the "LOA") shall be issued, in duplicate, by Shri Vishwakarma skill University, Haryana to the Selected Agency and the Selected Agency shall, within 7 (seven) working days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

**5.80 Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Contract Agreement within the period of 7 working days from the date of issuance of LOA.

## 6. Terms of Reference (TOR)

### 6.1. About Shri Vishwakarma Skill University (SVSU)

The Government of Haryana passed an Act 25 of 2016 to establish and incorporate a Skill University in the State to facilitate and promote skill, entrepreneurship development, skill based education and research in the emerging areas of various sectors and to raise skill level in various fields related to these areas and for matters connected therewith or incidental thereto.

The University, as a strategy, will pursue the dual vocational education model where the selected students will be offered to pursue their higher education in an integrated work and study model. The entire work study will be designed in line with the requirements of the National Skill Qualification Framework (NSQF). The selected candidates will serve in industry integrated program across different locations of the State with flexible timings aligned to the requirements of the classes. SVSU aims to design skill/ career development programs from certificate level to doctorate level spanning entire canvas of skill education. To promote educational equity and inclusion, trainees from all walks of life and different abilities will be free to take up education with the university. University shall have an in-campus vocational school acting as its Feeder. In the interregnum students from other schools and institutions shall be admitted in its programs.

University shall nurture budding entrepreneurs by providing career guidance and mentoring. It shall establish incubation centers in campus and in industrial clusters on hub and spoke model. SVSU's Palwal campus shall function as a hub of all programs and shall offer affiliation to institutions desirous of partnering in programs as spokes.

#### 6.2.1. SVSU Vision

To emerge as one of the foremost institutions of quality in skill education acknowledged by industry, nationally and internationally.

#### 6.2.2. SVSU Mission

6.2.2.1. Try to change the prevailing social perception about the low esteem of vocational education and bring it at par with other education streams.

6.2.2.2. Make education more relevant to employment and employability.

6.2.2.3. Bring industry closer to talent by bridging the gap of both quality and quantity of manpower.

6.2.2.4. Build a pipeline of talent for future as well as building the means for this.

6.2.2.5. Improve employability of the existing workforce through skills upgradation.

6.2.2.6. Improve the quality of trainers and assessors.

6.2.2.7. Introduce the system of academic counsellors.

6.2.2.8. Nurture talent for local, national and international requirements.

6.2.2.9. Create a platform for self-employment and entrepreneurship capability.

SVSU current Vocational Education Model can be obtained from SVSU Vision document available on the skill university website: [www.svsu.ac.in](http://www.svsu.ac.in)

#### 6.2.3. OBJECTIVE:

Shri Vishwakarma Skill University is established by Govt of Haryana for imparting Skill based education to youth of India. Currently University is offering more than 27 long term programmers and 31 short terms programmers. The following are the focus industry sectors:

- Automobile/ Manufacturing
- Physical Education & Sports
- IT/ITES
- BFSI
- Green Jobs
- Food Processing
- Healthcare
- Tourism & Hospitality
- Green Construction
- Security
- Entrepreneurship
- Retail
- Beauty & Wellness
- Textiles
- Media Entertainment and Animation
- Agriculture etc.

## 6.2. Scope of Work and Specifications (Descriptions)

<b>Attached Infrastructure and amenities of the office</b>		
<b>Sr. No.</b>	<b>Particulars with description</b>	<b>Required Quantity</b>
<b>Essential Requirements</b>		
1.	Class Room have minimum 66 sq mtr area and should have Class Room with Desk, Table, Chair, Proper Lightening and proper celling fan arrangement. Rooms- 15 Nos. (Amount per month)	15 Nos.
2.	Number of Laboratory with all lab equipments and furniture (ready to use), Students Sitting arrangement, Table, Chair, Proper Lightening and proper celling fan arrangement, White Board/Projector/Smart board as per AICTE/UGC norm for engineering and science lab like Electrical, Electronics, Mechanical, Physics, Chemistry, computer lab etc. (Amount per month/lab including all materials and support staff). Detail of all 10 Labs to be attached. (Minimum batch size may be 10)	10 Nos.
3.	Number of Tutorial room as per AICTE/UGC norm have minimum 33 sq mtr area and should have Desk, Table, Chair, Proper Lightening and proper celling fan arrangement, Projector/Smart board. Tutorial room- 10 Nos.	10 Nos.

4.	Adequate toilets facilities with all necessary arrangements separately for ladies and Gents on each floor of the proposed area have minimum 100 sq mtr area.	1 No.
5.	Adequate purified drinking water facilities with all necessary arrangements and one water cooler on each floor of the proposed area.	1 Nos.
6.	Office for Deans with all required furniture (1 main table, 1 main chair, 5 chairs, 2 Almira, Fan, AC, Proper Lighting have minimum 30 sq mtr area - 02 Nos.	2 No.
7.	Office Rooms with all necessary arrangements like table, chair, Fan, AC, Proper Lighting & Almira etc. have minimum 150 sq mtr area	1 Nos.
8.	Faculty room have minimum 66 sq mtr area with furnished minimum 20 faculty seating arrangements like chair, table, Fan, AC, internet connection with all necessary arrangements - 02 Nos.	2 No.
9.	Strong room for examination have minimum 30 sq mtr area with proper table, chair, proper locker, Almira and all necessary arrangements etc. (Amount as per requirement basis for one day)-01 No.	1 No.
10.	Seminar hall have minimum 132 sq mtr area with internet Facility, Fan, AC, Proper Lighting and all necessary arrangements and capacity of 60 persons (Amount as per requirement basis for one day)- 01 Nos.	1 No.
11.	Electricity cost per unit for regular supply(Min month units:500)	Per Unit
12.	Electricity cost per unit for generator supply	1 No.
13.	Cleaning including manpower, cleansing material and other necessary items (freshener & naphthalene balls in toilets) for complete Building, hostel, offered space and other space (if any)	Complete arrangement
14.	Internet (100 MBPS in Institution, 20 MBPS in Boys Hostel and 10 MBPS in Girls Hostel). Bidder have to provide the number of internet LAN connections in required location (every workstation) in the institution and hostel. Bidder also have to provide the Wi-Fi internet in Institution and hostels.	Complete
<b>Desirable Requirements</b>		
1.	Medical Facility Provided as per the following Medical Room with proper arrangements like 2 beds, 1 wheel chair, table, 4 chair, Almira, all mandatory medical equipments, Fan AC, Proper Lighting etc. Complete First Aid Kit in Institution, Boys Hotel and Girls Hostel as per Government Rule Visit of MBBS doctor should be on regular basis for minimum 3 hours. One vehicle with driver for medical/any emergency. (Amount per month)	01

2.	Transportation Facility to and fro for students between their residence and respective building offered by the bidder (Rate per student per Kilometre, including all charge)	1 Student per Kilometre
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University reserved the right to enhance or mitigate the quantity without any notice.

- \* Quantity only for the purpose of the calculation but the payment will be done only on the basis of actual consumption.

**6.3. Time Frame:**

The services are required to be rendered for **6 Months**. The contract may be extended as per requirement of the university and the performance of the services.

**6.4. Bid- Submission and Evaluation:**

Technical bid and Financial bid has to be submitted online only. A Pre-bid conference would be held by Shri Vishwakarma Skill University, Gurugram, Haryana to provide clarifications as may be necessary. University reserves the right to accept or reject any bid. Only valid technical and financial bids are eligible. The financial bids will be opened only for those bidders which qualify the benchmark set for technical bids.

**6.5. PAYMENTS & DELIVERABLES**

The payment will be done within 30 days on submission of the valid bill/invoice after completion of the month.

**1. Technical Proposal Submission Forms (To be submitted online)**

**Tech. 7.1. Covering Letter**

(On Organization Letter-Head)

[Location, Date]

To

The Registrar,

Shri Vishwakarma Skill University, Haryana,  
Transit office: Plot No. 147, Sector 44,  
Gurugram (Haryana).

Dear Sir,

We, the undersigned, offer to provide the space for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal on e-Procurement Portal.

We hereby declare that we have read the Instructions to Bidders included in the RFP, and abide by the same. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake the services.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**Attachments:**

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Affidavit(s).

**Tech. 7.2. Affidavit regarding Authenticity and correctness of information/documents**

**||SPECIMEN AFFIDAVIT||**

(On Non Judicial Stamp of Rs. 100/-)

I/we \_\_\_\_\_ who is/are\_\_\_\_\_ (status in the firm/company) and competent for submissions of the affidavit On behalf of M/S\_\_\_\_\_do hereby solemnly affirm an oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No.\_\_\_\_\_for \_\_\_\_\_ (Name of Work) dated \_ issued by the\_\_\_\_\_ (Name of the department).

I/we am/are fully responsible for the correctness of following self-certified Information/ documents and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
  1. The proof of online deposit of Earnest Money Deposits and cost of RFP/bid document + E-service charges and other relevant documents provided are authentic.
  2. Information regarding various qualifications is correct.
  3. Submitted separate notarized Affidavit about eligibility.

**Signature with Seal of the Deponent (Bidder)**

I/we,\_\_\_\_\_above deponent do hereby certify that the facts mentioned in above are correct to the best of my knowledge and belief. Verified today\_\_\_\_\_ (dated) at\_\_\_\_\_ (place).

**Signature with Seal of the Deponent (Bidder)**

***Note: Affidavit duly notarized in original shall submit in the Office of Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44, Gurugram (Haryana) on Technical Presentation day/date.***

**Tech. 7.3. Affidavit regarding fulfilment of Terms and Conditions**

**||SPECIMEN AFFIDAVIT||**

(On Non Judicial Stamp of Rs. 100/-)

In response to the Tender No. .... for .....  
(Name of the Tender) dated ..... for quoting against the Tender as an  
owner/Director/Proprietor of M/s .....

I/we \_\_\_\_\_ who is/are\_\_\_\_\_ (status in the  
firm/company) and competent for submissions of the affidavit On behalf of  
M/S\_\_\_\_\_do hereby solemnly affirm an oath and state that:

The firm/agency/organization should fulfil all the terms and conditions and Scope of  
work and Specifications mentioned in the Tender No. .... for  
..... (Name of the Tender) dated .....

**Signature with Seal of the Deponent (Bidder)**

I/we,\_\_\_\_\_above deponent do hereby certify that the facts  
mentioned in above are correct to the best of my knowledge and belief. Verified  
today\_\_\_\_\_ (dated) at\_\_\_\_\_ (place).

**Signature with Seal of the Deponent (Bidder)**

***Note: Affidavit duly notarized in original shall submit in the Office of Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44, Gurugram (Haryana) on Technical Presentation day/date.***

**Tech. 7.4. Affidavit regarding legal dispute and liability**

**||SPECIMEN AFFIDAVIT||**  
(On Non Judicial Stamp of Rs. 100/-)

In response to the Tender No. .... for .....  
(Name of the Tender) dated ..... for quoting against the Tender as an  
owner/Director/Proprietor of M/s .....

I/we \_\_\_\_\_ who is/are\_\_\_\_\_ (status in the  
firm/company) and competent for submissions of the affidavit On behalf of  
M/S\_\_\_\_\_do hereby solemnly affirm an oath and state that:

The building offered is free from all encumbrances, claims, legal disputes etc. and the  
offered space is free from any liability and litigation with respect to its ownership, lease/  
renting and that there are no pending payments against the same and all taxes, duties,  
dues etc.

**Signature with Seal of the Deponent (Bidder)**

I/we, \_\_\_\_\_above deponent do hereby certify that the facts  
mentioned in above are correct to the best of my knowledge and belief. Verified  
today \_\_\_\_\_(dated) at \_\_\_\_\_(place).

**Signature with Seal of the Deponent (Bidder)**

***Note: Affidavit duly notarized in original shall submit in the Office of Shri  
Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44,  
Gurugram (Haryana) on Technical Presentation day/date.***

(On Organization Letter-Head)

**Tech. 7.5. DECLARATION SHEET**

We, \_\_\_\_\_ hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

1	<b>Bidder's Description</b>	
1.1	Name &Details of Trust/ Society	
1.2	Name of Trustees Details	
1.3	Address of Trust/ Society	
1.4	Contact No. Telephone No. Mobile No.	
1.5	Email ID Trust/ Society	
2.	<b>Details Location &amp; Address of space offer</b>	
2.1	Address of the offer space	
2.2	Land Mark of the offer space	
2.3	Attach layout drawings of the space premises	
2.4	Allotted Electricity Power Capacity	
2.5	Distance from the Main Road/Highway	
2.6	Distance From Nearest Bus Stand	
2.7	Distance From Nearest Police Station	
2.8	Distance From Nearest Hospital	

Yours faithfully,  
Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Firm:  
Address:

(On Organization Letter-Head)

**Tech. 7.6. Mandate Form for Electronic Fund Transfer/RTGS Transfer**

Date:        /        /

The Registrar  
Shri Vishwakarma Skill University,  
Gurugram.

Sub: Authorization for release of payment / dues from Shri Vishwakarma Skill University,  
through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:

Line 1: .....

Line 2: .....

City: .....

Pin Code: .....

E-Mail ID: .....

Mob No: .....

Permanent Account Number (PAN NO.):  
.....

**1. Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code: (11-digit alphanumeric code)			
Account Type	Saving <input type="checkbox"/>	Current <input type="checkbox"/>	Cash Credit <input type="checkbox"/>

Account Number																		
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Shri Vishwakarma Skill University, responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: .....

Date: .....

Signature & Seal of the Authorized Signatory of the Party

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Certified that particulars furnished above are correct as per our records

Bankers Stamp:  
.....

Date:

**Signature of the Authorized Official from the Bank**

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

(On Organization Letter-Head)

**Tech. 7.7. Financial Proposal (to be submitted online only)**

To  
The Registrar,  
Shri Vishwakarma Skill University, Haryana,  
Transit office: Plot No. 147, Sector 44,  
Gurugram (Haryana).

**Sub: Financial Bid /proposal for “ ”**

Dear Sir,

We are pleased to quote/submit our financial proposal for the  
“ ”. I/We

\_\_\_\_\_ Owner of premises here with enclose the Financial Proposal for  
selection of Owner of premises for Subject assignment.

For renting, **our fee to project submitted in BOQ on online procurement portal.** The  
quoted rates are inclusive of all kind of expenses, travelling expenses etc. and no further  
amount shall be claimed over and above rate quoted above.

The fee mentioned in BOQ is inclusive of all kind of taxes except GST.

Our financial proposal shall be binding upon us subject to the modifications resulting from  
contract negotiations, up to expiration of the validity period of the Proposal, i.e. 180 days  
from the last date notified for submission of the proposal.

**NOTE: Financial Proposal must be submitted online in BOQ format only. If financial  
bid submitted manually than bid shall not be accepted.**

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)..... (R)..... (M).....

E-mail: ..... Fax No: .....

## 2. Performance Guarantee

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)** (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GURUGRAM OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GURUGRAM OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GURUGRAM. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,  
The Registrar  
Shri Vishwakarma Skill University,  
Gurugram, Haryana  
India

Date: [insert date (as day, month, and year) of Bid Submission]

Contract No. and title: [insert no. and title of bidding process]

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: [insert complete name of Purchaser]

**Performance Guarantee No.:** [insert Performance Guarantee number]

We have been informed that [insert complete name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. [Insert number] dated [insert day and month], [insert year] with you, for the supply of [description of Equipment and Related Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount (in Rs.) in figures and words] upon receipt by us of your first demand in writing declaring the Contractor to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

[In preparing this Guarantee, the Purchaser might consider adding the following text to the Form]

We agree to time extension of this Guarantee for a period not to exceed [one year] / [Two year], in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded. [signatures of authorized representatives of the bank and the Contractor]

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**The Bank shall insert the amount(s) specified in the SCC and denominated in Indian Rupees. Dates established in accordance with the General Conditions of Contract ("GCC").**

**(AN AGREEMENT BETWEEN SHRI VISHWAKARMA SKILL UNIVERSITY  
AND THE BIDDER) \***

Shri Vishwakarma Skill University (SVSU), Enacted under Government of Haryana Act No.25 of 2016 having its transit office at Plot No-147, Sector-44, Gurugram, Haryana represented through its authorized signatory ..... **(Name of Registrar)**, Registrar (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as **SVSU** or Owner or the **First Party**.

And

Trust/Society/Company Name..... having its office at ....., through its authorized signatory ..... **(Name & Post)**, (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as execution Manufacturers/Authorized Dealers/ Distributors/Agent or the **Second Party**.

Whereas SVSU has invited Tender No. .... for ..... (Name of the Tender) dated ..... and M/s ..... (Firm Name) submitted its proposal in this regard. SVSU after considering its negotiation offer has decided to engage ..... (Firm Name) as executing agency/organization for Tender No. .... for ..... (Name of the Tender) dated .....

Firm Name..... (execution **Agency/Organization**) is hereby agreed to take the Tender No. .... for ..... (Name of the Tender) at the quoted negotiation rates, terms and conditions contained the TENDER, Work Order/Purchase Order and duly communications of the above said work.

Now, therefore, in consideration of the mutual covenants herein contained, it is hereby agreed between the parties as follows: -

The agreement shall come into force immediately and shall remain valid until the final completion of the job or cancelled by the Bidder (The Registrar, Shri Vishwakarma Skill University, Haryana) as per the time schedule described in the tender document.

All the terms and conditions and Scope of work and specifications contained in the Tender No. .... for ..... (Name of the Tender) dated ..... shall be the part of this agreement.

Firm Name..... (execution **Agency/Organization**) hereby declare that I shall remain bound and abide by the rates, terms and conditions and scope of work and specifications of the aforesaid as well as TENDER, Work Order/Purchase Order and due communications of the above said work.

In Witness Whereof, the parties here to have caused this agreement to be signed in their respective names as of this day and year first above written.

**Signed by**

**Lessee: SVSU, Gurugram**  
**Signature with seal**  
**Date & Place**

**Bidder:**  
**Signature with seal**  
**Date & Place**

**In presence of (Witnesses)**

**1.**

**1.**

**2.**

**2.**

**\*Note-This Contract is to be Signed on Rs. 100/- Non Judicial Stamp paper within 15 days after receiving purchase Order/Work Order from lessee.**

(Please put the initials at each page)