



दादा लख्मी चंद राज्य प्रदर्शन और दृश्य कला विश्वविद्यालय, रोहतक
D. L. C. State University of Performing & Visual Arts, Rohtak
(A state University established under Haryana Act No. 24 of 2014)
Faculty of Film & Television

Tender Notice

Online tender is hereby invited through E-tendering for Hiring of 62.5 KVA mobile Gen. set (silent) without diesel and with towing vehicle with fuel as per details given in the tender document. The bid document(s) will be available online from 20.03.2025 at 09:00 AM. Last date to fill/upload the tender through e-tendering is 03.04.2025 up to 05:00 PM & Technical bids will be opened on 04.04.2025 at 03:00 PM. For submission, please refer detailed NIT on e-tender.

For further details, please visit the website www.etenders.hry.nic.in

Note: Registrar reserves the right to accept or reject any tender without assigning any reason(s).

Registrar

TABLE OF CONTENTS

Sr. No.	Name of Contents	Page No.
1.	Press Notice	01
2.	Table of Contents	02
3.	General / Standard terms & Conditions	03-04
4.	Undertaking from the bidders	05
5.	Key dates	06
6.	Instructions to the bidder for E-Tendering	07-09
7.	Special terms & Conditions of the contract	10
8.	Eligibility Conditions	11
9.	Details of items with specification (Bill of Quantity)	12
10.	Technical bid	13

Mahesh T P
FC, FFTV

Jatinder Kumar Sharma
HOD, Cinematography

Consultant, UEW

In-charge
Accounts/Nominee



दादा लख्मी चंद राज्य प्रदर्शन और दृश्य कला विश्वविद्यालय, रोहतक
D. L. C. State University of Performing & Visual Arts, Rohtak
 (A state University established under Haryana Act No. 24 of 2014)
Faculty of Film & Television

The Registrar, Dada Lakhmi Chand State University of Performing And Visual Arts
 Rohtak (Haryana) invites Online Bids under (Two Bid System) through e-tendering Portal
www.etenders.hry.nic.in:

Sr. No.	Name of work	Estimated cost (Rs. in Lakhs)	Tender Document fee + E-tendering fee	Earnest money from bidders (In Rs.)	Time limit for the supply/ hiring of machinery	Release of tender	Last date for bid submission
1	Hiring of 62.5KVA mobile Gen. set(silent) withoutdiesel and towing vehiclewith fuel	Rs. 14,00,000/- (One year)	1000/- +1000/- (GST extra)	EMD for contractor/ firm is Rs.28000/-	312 days Approx.	20.03.20 25	15 days (after publicity of tender)

1. Detailed tender documents are available on the portal www.etenders.hry.nic.in.
2. Uploading of scanned copies of tender process fee of **Rs.1000+Rs.1000/- (+GST)** (non-refundable) per e-tender and earnest money for respective e-tender is must on e-tender portal: etenders.hry.nic.in.
3. Earnest money: shown against respective e-tender must be submitted.
4. Validity of earnest money (EMD) should be for the period of rate contract.
5. Tender fee: **Rs.1000+1000/- (+GST)** per e-tender and must be submitted.
6. If the tender opening date happens to be a holiday then next working day will be considered as tender opening date.
7. The firms submitting tenders are required to upload online soft copy of technical bid offer, scanned copies of earnest money and tender fee of respective e-tender - offer.
8. Online uploading of soft copy of technical offer is a must (mentioning e-tender - no., closing and opening date of e-tender -, complete address of the tenderer with phone no. /fax no./e-mail address/complete bank details (RTGS no. etc.)
9. Hard copy (technical) are not required of respective e-tender - offers.
10. Online submission of financial or price bid offer of any e-tender - is a must.
11. E-tenders without tender fee of **Rs.1000+Rs.1000/- (+GST)** per e-tender - (non-refundable) and EMD (refundable) mentioned against each e-tender, shall be straightway rejected.
12. Any exemption certificate (except for MSME/NSIC) for tender and EMD will not be accepted.
13. The financial bids of technically qualified offers of the firms will only be considered

Mahesh T P
FC, FFTV

Jatinder Kumar Sharma
HOD, Cinematography

Consultant, UEW

In-charge
Accounts/Nominee

and opened.

14. Any corrigendum regarding above e-tenders will be uploaded on www.etenders.hry.nic.in.
15. The registrar of the university reserves the right to cancel/reject/withdraw any e-tender in full or part without assigning any reasons.

Dada Lakhmi Chand State University of Performing and Visual Arts, ROHTAK

Bid will be received through BOQ

E-TENDER NO. DUE ON
_____ UPTO _____ AND WILL BE OPENED ON _____ AT _____

Name and address of the party in whose favour the Tender form has been issued:

1. I/We hereby submit my/our tender for the_____.
2. I/We have gone through all terms and conditions of the tender documents before submitting the same.
3. I/We hereby agree to all the terms and conditions, stipulated by the University, in this connection including delivery, warranty, penalty etc.
4. Tenders are duly signed (No thumb impression should be affixed).
5. I/We undertake to sign the contract/agreement, if required, within 15 (fifteen days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at **PLCSUPVA, ROHTAK.**

1. WITNESS

Yours faithfully,

2. WITNESS

Signature of Tenderer/Tenderer(s) with full Address

Mahesh T P
FC, FFTV

Jatinder Kumar Sharma
HOD, Cinematography

Consultant, UEW

In-charge
Accounts/Nominee

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

Key Dates:

Sr. No.	Department Stage	Bidder Stage	Start Date and Time	Expiry date and time
1.	Downloading of the tender online & bid preparation & submission	Tender Documents Download and Bid Preparation/Submission	20.03.2025 at 09:00 AM	03.04.2025 at 05:00 PM
2.	Technical bids opening	---	04.04.2025 at 03:00 PM	
3.	Financial bids opening	---	As decided by the Committee	

Important Note:

IMPORTANT NOTE:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on the scheduled date and time as mentioned above. If any Applicant / bidder fails to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) Any amendments will be published through a corrigendum on the PLCSUPVA website as well as on www.etenders.hry.nic.in .

INSTRUCTIONS TO BIDDERS ON ELECTRONIC TENDERING SYSTEM:

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on Portal:-

All the bidders intending to participate in the tender process online are required to get registered on the centralized Portal www.etenders.hry.nic.in. Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form, duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a Digital Certificate can be issued. For more details please visit the Portal www.etenders.hry.nic.in.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of Digital Certificate Form.

2.4 The bidder must ensure that he/she complies with the online available important guidelines at per the portal www.etenders.hry.nic.in for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem), he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of the management / partners of the firm to inform the certifying authority about the changes and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however, will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments Gateway service shall be integrated with the system very soon Till then it will be submitted manually. For online payments guidelines, please refer to the

Home page of the Portal: www.etenders.hry.nic.in.

4 Pre-requisites for online bidding:

In order to operate the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website www.etenders.hry.nic.in. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal on the Home Page at www.etenders.hry.nic.in.

6 Download of Tender Documents:

The tender documents can be downloaded free of cost from the portal www.etenders.hry.nic.in.

7 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees.

8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

Hence, the bidders have to provide information and credentials related to manual payment submission at single portal e - Procurement system, under Technical Envelope of the respective tenders.

8.2 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

The bidders shall quote the prices in price bid format.

NOTE:-

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.

(B) For help manual please refer to the 'Home Page' of the eProcurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.

1. The agency shall get the bank Guarantee of Earnest Money verified from the concerned

issuing bank branch and submit the Confirmation letter of Bank Guarantee alongwith the bank Guarantee. The Confirmation letter should contain the land line telephone no. Fax No. of the issuing Bank branch and land line telephone No. Fax No., of the regional office of the Bank. The Bank Guarantee should contain full names & designation of the two officers signing the Bank Guarantee alongwith their code number.

FINANCIAL or PRICE BID PROPOSAL shall be submitted mandatorily online under CommercialEnvelope and original should not to be submitted manually.

9. SPECIAL TERMS & CONDITIONS:

CORRECTION OF DEFECTS NOTICED DURING THE WARRANTY PERIOD:

- 9.1 Transportation, baggage charges and food charges etc. shall not be provided by the University.
- 9.2 GST as applicable shall be payable.
- 9.3 The above required equipment should be in good condition and same will be inspected in University before using it.
- 9.4 No increase in quoted price will be allowed during the validity of the contract agreement. In case of continuation of service etc. the periodical payment may be made on pro-rata basis.
- 9.5 The firm will have to provide the replacement of the Generator set. immediately on demand in case of sudden breakdowns or for any other reason.
- 9.6 The firm will supply the Generator after the supply order as per specifications.
- 9.7 If the supplier fails to replace the Generator set as required continuously during the hiring period, the University reserves the right to impose penalty of Rs.2,500/- Per day per Generator set with capping up to 48 hours and after that the work may be cancelled and the firm may be blacklisted.
- 9.8 Within 15 days of receipt of the letter of acceptance the firm shall deliver to the Registrar a performance security in the shape of bank guarantee/FDR of nationalized bank for an amount equivalent to 5% of the contract price. The performance security will be valid upto the end of tender period/ contract duration + 90 days.
- 9.9 In case of failure of the tenderer/supplier to supply the Generator set as per the terms and conditions and to the full satisfaction of the user department, the security deposited by the firms shall be forfeited. The security deposit will be forfeited in case of violation of any condition.
- 9.10 In case the bill is found having over-writing/cutting, the bill submitted against such work order will not be entertained.
- 9.11 In case of any dispute, the decision of the Vice-Chancellor Pt. LC State University of Performing & Visual Arts, Rohtak will be final.
- 9.12 The Dada Lakhmi Chand State University of Performing & Visual Arts, Rohtak shall not be responsible for any loss/ damage caused to the operators Vehicle/Generator during the hiring period.
- 9.13 **VALIDITY OF RATES:**
The approved lowest rates will be valid for **One Year** from the date of allotment of work. The Contract can be extended with mutual consent of both parties on approved rates. The decision of University shall be final in this regard and no communication will be entertained.
- 9.14 A logbook of Generator set must be maintained & signed by the operator/electrician and verified by the Unit Manager present on shooting.

10. PAYMENT:

The Payment will be made at the time of successful completion of Project to the complete satisfaction of the department.

11. Eligibility Conditions:

- 11.1. Bidder must submit copies of GST & PAN Registration.
 - 11.2. Email & telephone numbers with correspondence address must be submitted with the technical bid.
 - 11.3. **Bill of Quantity (BOQ):** Supply of Generator set. in Department of Film & TV (FFTV). Details of all items with specification are given in **Annexure- I**.
 - 11.4. **TECHNICAL BID:** The bidder must submit the PAN No. and fill up the Technical Bid on prescribed format given at **Annexure- II**. All copies of certificates/documents duly signed must be enclosed with the Technical Bid.
 - 11.5. **EMD forfeiture:** - In case the bidder backs out of the supply, the earnest money deposited by him shall be forfeited. Apart from it, he may be debarred from participating in the University tender for a period of two years.
12. **Jurisdiction:-**All disputes shall be subject to Rohtak jurisdiction.

The terms & conditions of tender have been read and I/we certify that I/We clearly understand the same and undertake to comply with these.

Place _____

Date _____

Signature of Authorized Person

Bill of QuantityAnnexure – I
(Referred in para 9.3)**SPECIFICATIONS: Hiring of Quantity****A: Details of hiring of Generator set:**

Sr. No	Description	Qty. (Nos.)	Rate to be quoted by tenderer
1.	Hiring of 62.5KVA mobile Gen. set (silent) without diesel and towing vehicle with fuel (for 312 days in one year) (NOTE: upto 04 DG Set may be required at once)	01	

Annexure- II
(Referred in para 12)

TECHNICAL BID

Sr. No.	Particulars	Copy enclosed (Yes/No)	Page No. From To
1	Name of the Entity/Firm & Contact Person		
2	Address/ Contact of the entity		
3	PAN No. of the Entity (Please attach a copy)		
4	GST Registration No. (Attach copy of registration certificate)		
5	Self-attested copies of previous five years' work orders for similar work/programs		

Yours Faithfully

SEAL OF THE TENDERER

Signature and Name of the
authorized Signatory Designation
Name of the company (Tenderer)