

GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act. No. 20 of 2007)

Office At.

2nd Floor, ACPC Building, L. D. College of Engineering College
Campus, Navrangpura, Ahmedabad - 380 015.

29th December 2012



**Notice inviting Expression of Interest
For providing, "Mandap, decoration & allied services
for Convocation-2013 & stalls for the proposed
exhibition under College development Council (CDC)"**

Venue : at

Gujarat Technological University

GTU Campus, Nr. Vishwakarma Government Engineering College

Campus, Chandkheda, Ahmedabad – 382 424

This document can be downloaded from our site : www.gtu.ac.in,

under Tender Option

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1.0 About Gujarat Technological University

The Gujarat Technological University (GTU) has been established by the Government of Gujarat vide the Gujarat Act No. 20 of 2007 in the year 2007, the objects of the University shall be to develop the knowledge of Science, Engineering, Technology, Management and Environment for the advancement of quality of life of the mankind in general and in relation to the domain of Engineering and Technological development and applications. The GTU is a Affiliating University and its jurisdiction is whole the state of Gujarat. All the colleges or institution imparting education in engineering, technological, pharmacy and management in the state of Gujarat are associated /affiliated with the Gujarat Technological University. The University admitted the first cohort of students in 2008. It has been growing and expanding steadily. As the jurisdiction of the university is the whole of the State of Gujarat, the institutes, affiliated to it, are distributed in the five zones for conducting effective examination and resolve administrative issues. The five zones are namely Ahmedabad, Gandhinagar, Vallabh Vidhyanagar, Rajkot and Surat. GTU offers programs in almost all technological sectors, including Engineering & Technology, Pharmacy, Management, Hotel Management, Architecture and Computer Applications. These courses are offered at various levels starting from Diploma Level up to Masters. Research and/ or development is always considered as an integral part of any program at GTU. Post Graduates are offered research courses (Ph. D.) in various subjects. GTU has always set an example of excellence in academics, through innovative ideas and their effective implementation. Since inception Gujarat Technological University has won awards like ICT enabled University of the Year in E India 2009, Manthan Award 2009, "Sherdil Gujarat Award of Blood Donation of Indian Red cross Society 2010, GESIA Award – 2010 and Digital Learning World Education Award 2011. The University has established many online exam modules for simplicity.

1st Annual Convocation Ceremony of GTU was held on 19th January – 2012 at Cricket Groud of L.D.C.E., Navrangpura, Ahmedabad and was presided by Her Excellency, GOG And The Chancellor of this University. About 4000 students were awarded the degree in presence.

2.0 Disclaimer

This document has been prepared on the basis of information that is presently available with GTU. While this document has been prepared in good faith, no representation or warranty, expressed or implied, is or will be made, and no responsibility or liability will be accepted by GTU or any of its employees, advisors or committee appointed by GTU as to or in relation to the accuracy or completeness of this document and any liability thereof is hereby expressly disclaimed. Interested Parties may carry out their own study/analysis/investigation as required before submitting the EOI. The technical/implementation solution/Functional requirements information provided in this notice for expression of interest is only indicative in all respects. This document does not constitute an offer or solicitation of an offer, nor does this document or anything contained herein, form a basis of any contract or commitment whatsoever.

3.0 Scope of work

The Scope of work includes the following work and job to be done.

(1) Scope of work for convocation ceremony. (Event a)

Providing , erecting on hire charges of Dias, Stage, steel structure double height mandap, mandap dome of steel structure, screen, play wood flooring, stairs for stage, Ramp, decorative gates, red carpate, blue or green net flooring, VVIP roustam, coirmate carpate, plastic moulded chairs, chairs with cushion, sofa set, berricating by GI pipe/MS Pipe/aluminium chequered grill pipe to employee service personal for drinking water and sanitation services. Counter for buffet, mineral water for dignitaries for general public, disposable glass, chair cover of siphon cloth, VIP steel berricating, flag pipe, flags, wooden tipoi, Glass tipoi, leather sofa, Big size VIP bouqy, VIIP bouqy, Rose sticks, Sound stage, Decorative freel on dome, Fancy natural flower pots, White clothe napkin, Fancy tray, Good fregnance spray, Green room,VIP toilet, General toilet, Stage decoration with flowers, provindg sound system, Illumation by halogen, Pedestal type fan, DP, TP, TPN switches, Armoured cable, Heavy duty flood light, VLCP RCCB switches, Generator set, Dustbins, Q-Manager, Ciphon cloth flag with logo and selected colour, Digital video shooting with three high definition camera set up, led screen of 8ft by 10ft size screen for live telecast, lcd plazma tv for live telecast, 3 sets

(per set 4 DVD) DVD making, Photography assignment for 2 professional cameraman, Colour 5" X 7" Size photographs. Preparation of parking area. Maintenance of katchha roads and parking area by sprinkling of water by water tanker. Keeping the expert operators throughout the programme so that all services remain functional without any interruption.

(2) Scope of work for Exhibition Stalls (about 100) along with mandap.

(Event b)

After completion of convocation ceremony the same mandap is to be converted into stall arrangement. The scope of work includes providing , erecting by hire charges, steel structure mandap, decorative gate, Synthetic carpatate in stall, PVC net flooring, laminated exhibition stall feeting aluminium section with name facia board, plastic moded chairs, counter stall, VIP toilets, Jute urinals, glass tipoi, lether sofa, sound system, helogel lightings, pedsteal fans, DP TP TPN switches, VLCP/RCCB Switches, Generator, Public address system, providing mineral water. Maintenance of katchha roads and parking area by sprinkling of water by water tanker etc. Keeping the expert operators throughout the programme so that all services remain functional without any interruption.

- (3) Preparation of plans and approval from competent authority well in advance before line out and execution for the events as above.
- (4) Getting the stage competency certificate from executive engineer for the events as above.
- (5) Getting the certificate from electric inspector of industrial department for temporary electrical installation for the events as above.
- (6) Electrical installation work shall have to be carried out by licensed electrical wiremen and engineers for the events as above.
- (7) Getting the temporary electrical power supply from torrent company for the events as above at appropriate place of events.

For more details see para 5.0

4.0 Objective:

The objective of the work is ceremony programme for GTU 2nd annual convocation and thereafter proposed exhibition showing the different outstanding work being carried out by the colleges, under college development council (CDC).

5.0 Important Matters Related to EOI.

The work includes the following two events.

- (a) Providing Mandap and decoration along with electrification, sound/PA system, furniture, LCD display, food courts, water supply, sanitation, etc. for 19th January, 2013 for the most prestigious event of Convocation – 2013 for expected 10000 PAX expandable upto 13000 PAX.
- (b) Providing 100 stalls in the said mandap along with all necessary furniture, electrification for two days, i.e., 25th and 26th January, 2013 for the proposed exhibition under College Development Council (CDC).

6.0 Information for EOI

(1) Document Name	Notice inviting Expression of Interest For providing, "Mandap, decoration & allied services for Convocation-2013 & stalls for the proposed exhibition under College development Council (CDC)"
(2) Document Reference Number	<u>Advt No. GTU/Eoi/2/2012-13</u>
(3) Date of issue of EOI notice	29 th December-2012
(4) Last date for submission of EOI Response in person or by RPAD or Courier.	5 th January 2013 at 05.00 P.M
(5) Venue of convocation and Exhibition	Gujarat Technological University, Near Vishwakarma Government Engineering College, Nr. Visat three roads, Sabarmati – Koba highway, Chandkheda, Ahmedabad – 382424

(6) Proposed date of the event	(Event a) 19th January, 2013, (Event b) 25th and 26th January 2013
(7) Cost of EOI in form of tender fee to be submitted with EOI document. (Non Refundable)	Rs. 1500/- (By D.D. Pledged in the name of, Gujarat Technological University, Payable at Ahmedabad)
(8) EMD deposit to be submitted along with EOI document. (Refundable)	Rs. 50,000/- (By D.D. Pledged in the name of, Gujarat Technological University, Payable at Ahmedabad)

Note:

The bidder must submit the response in hard copy either in person or in sealed envelope sent through registered post or speed post addressed to : Registrar, Gujarat Technological University 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad – 380 015 before the last date and time of submission.

The envelope containing the EOI Response to be super scribed with the title, “Expression of Interest For providing, mandap, decoration & allied services for Convocation-2013 & stalls for the proposed exhibition under College development Council (CDC)”

7.0 INSTRUCTIONS FOR EOI SUBMISSION

1. The bidder/firm must read the EOI document carefully and submit bids in strict conformity with the requirements as given in the document.
2. The bidder/firm are advised to understand carefully entire scope of work and allied services and activities. They may also acquaint themselves with all information indicating risk, responsibilities etc and are advised to visit the web site of GTU. If any clarification is required it shall be obtained from GTU before filling the EOI document.
3. Bidder / firm who do not fulfil all or any of the conditions of EOI, or if the response is incomplete in any respect will be summarily rejected.
4. GTU is not bound to accept any of the EOI response or bid.
5. GTU is not responsible for any delay / loss of document in transit.
6. All overwriting and corrections shall be duly attested.
7. The GTU reserves the right to accept or reject the response in full or part without assigning any reason thereof.

8. Any description/elaboration of items of work not given in the 'Scope of Work' shall not be a ground for claiming additional fee or remuneration.
9. The offer expressed through the EOI must remain valid for 30 days from the last date of submission of EOI, which may be extended if necessary with the consent of the bidders/firm.
10. EOI must be submitted along with tender fee and EMD as said Para 6.0 (7) and (8).

8.0 Eligibility Criteria/Pre-qualification

1. The bidder/firm must possess the requisite experience, strength and capabilities for providing the services necessary to meet the requirements, as described in the EOI document.
2. The applicant must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the job sought by GTU.
3. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the EOI document.
4. The invitation to bid is open to all who qualify the eligibility criteria as given below
5. **Eligibility criteria are mandatory and any deviation in the same will attract bid disqualification.**
6. The bidders/firm shall be a mandap/decoration service company doing the same work and having experience of providing services in convocation type function of any education institute/university.
7. The average turnover of the bidder/firm in the said field and activities shall not be less than Rs. 1 crores for the last financial year i.e 2011-2012 and shall have completed atleast one minimum job of such type costing about Rs.30 lacks in the current financial year i.e 1-4-2012 to 30-11-2012.
8. The bidder/firm shall be an Indian.
9. The bidder/firm shall have sufficient experienced professional/technical staff for conducting such work.
10. The Bidder should not be under a Declaration of Ineligibility or blacklisted with any of the Government/ Public sector unit Agencies/ University / educational institute / Board / Council.
11. The applicant shall submit all documentary proof of the above mentioned eligibility criteria with proof of work order or such other certificates.

9.0 EOI Submission

- (1) The applicant must submit a Demand Draft for tender fee and EMD as said in para 6.0 (7) and (8) along with EOI document.
- (2) All the documents and details as per para 11 of EOI response form should be invariably attached with the submission.
- (3) Document of expression of interest duly signed on each page (document page 1 to 12).
- (4) This document can be downloaded from our site : www.gtu.ac.in, under Tender Option or can be available at GTU office in person.

10.0 Bid Evaluation process

All responses received by GTU shall be evaluated by an evaluation committee duly constituted by GTU, on the basis of eligibility criteria mentioned in this document. Only the eligible bidders will be informed of their selection. The tender for financial proposal will be issued only to eligible bidders. GTU shall be at liberty to reject any response received from any company or consortium for the Expression of Interest in response to the notice inviting Expression of Interest (Eoi) dated 29-12-2012

11.0 EOI Response form

To be submitted with EOI response

Note:

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

Sl.No.	Description	Details (To be filled in by the responder to the EOI)
1.0	Name of the Company , Proprieter etc	
2.0	Official address	
3.0	Phone No. and Fax No.	
4.0	Corporate Headquarters Address	
5.0	Phone No. and Fax No.	
6.0	E-Mail address of contact person	
7.0	Web Site Address	
8.0	Office of Certificates regarding previous experience and list of clients	
9.0	Turnover certificate received from C.A. for the financial year 2011-12	
10.0	Completion certificate of work completed of the same nature during the current financial year i.e 1-4-2012 to 30-11-2012	
11.0	CST/LST/VAT registration No.	
12.0	Service Tax Registration No.	
13.0	Permanent Account Number (PAN)	
14.0	Provident Fund Registration Code Number	
15.0	Whether the company complies with the Requirement under the Contract Labour (Regulation and Abolition) Act	
16.0	Name of Bankers along with Branch(as appearing in MICR Cheque) & Account No.	
17.0	Name of the Authorized Signatory, who is authorized to respond to the EoI	
18.0	Experience certificate of providing services in convocation type function of any education institute/university.	
19.0	Name and contact number of site engineer	
20.0	Name of electrical, wireman along with wireman certification copy	
21.0	Other documents if any	

12.0 UNDERTAKING

(To be submitted by the responder on the responder's letter head)

I/We hereby undertake that I/we have studied and understood the Expression of Interest document completely.

I/We hereby undertake that I/We understand that the Section Scope of Work and Requirement of this EOI is indicative only and not exhaustive in any manner and that the final scope of work and technical specification will be decided by the GTU at their discretion.

I/We hereby undertake that I/We understand that the GTU reserves the right to finalize the scope of work and requirements at its discretion, which may be based on my/or proposed solution and/or any other responder's proposed solution and/or as decided by the GTU. I/We hereby indemnify the GTU from using our proposed solution and or technical specifications and I/We hereby declare that I/We shall not be having any claim and/or right for the said usage. I/We hereby undertake to provide the requisite OEM authorization as and when required and/or asked for by GTU, as per the solution and/or requirements, as decided by GTU at their discretion.

I/We hereby undertake that I/We understand that the GTU reserves the right to float a separate tender for the scope of work and requirements as mentioned above of this EOI irrespective of the outcome of this EOI. I/We understand that in such a case I/We shall bid separately for that tender and in no case our response to this EOI shall be deemed as a bid for the said tender.

I/We hereby undertake that I/We understand that the GTU reserves the right to short list responder(s) for further tendering of this EOI and in case of my/our response being rejected I/We shall have no claim of any sort in the further tendering process. Further GTU shall be at liberty to allow any company to respond in the tender process at the stage for "Request for Proposal" or financial bid irrespective of the fact that the company allowed has participated in the EOI or not and I/We shall have no claim of any sort on such process.

I/We hereby undertake that we shall comply with the Scope of work and requirements and there are no deviations of any manner in this regard from my/our side.

I/We hereby undertake that in case my/our response to this EOI is short listed, I/We agree to bid for the further tender as and when asked for by the GTU based on the terms and conditions and technical specifications and scope of work as finalized and decided by the GTU at their discretion.

I/We here by affirm that our response is valid for a period of 30 days from the date of EOI submission.

13.0 Definitions:

- (a) "University" means the Gujarat Technological University.
- (b) "Bidder/firm" means an entity who intends to bid for the said work. The entity means and individual firm or consortium proposes to bid together for the said work and who prequalified in accordance with clause no. 8.0 of the EOI. tender has been accepted and with whom the Contract has been entered into.
- (c) "Registrar" means the person or his representative whose is entrusted services engaged by him to administer the contract, Contract as provided therein, as will be notified in writing to the Bidder.
- (d) "The Works" means the works to be executed and completed under the EOI.
- (e) "Site" means the land and other places on, under, in or through which the Temporary Works are to be constructed/ installed / erected.

13.0 Advertisement**GUJARAT TECHNOLOGICAL UNIVERSITY**

2nd Floor, Admission Building, L.D. College of Engg.
Campus, Navrangpura, Ahmedabad-380015, Gujarat.

**Expression of Interest (Eoi)
Advertisement**

Advt No. GTU/Eoi/2/2012-13

Gujarat Technological University (GTU) invites "Expression of Interest (Eoi)" from leading, reputed, professionally & financially sound, well experienced registered agencies/ organizations/firms/proprietor in relevant and similar work for, "mandap, decoration & allied services for Convocation-2013 & stalls for the proposed exhibition under CDC" **Procedure for submission of Eoi:** for other detail kindly visit university website www.gtu.ac.in

Dt. : 29-12-2012

Registrar