



Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
(Recognized u/s 12-B & 2(f) by UGC Act 1956)



E-TENDER DOCUMENT

FOR

PREPARATION OF 3D/ PHYSICAL MODEL OF MASTER PLAN, SURVEYING AND WALKTHROUGH ANIMATION FILM OF UNIVERSITY MASTER PLAN

Tender No.:

Name of Work: Preparation of 3D/ physical model of Master Plan, Surveying and Walkthrough animation film of CRS University Campus.

SDO (Civil)

A.R. (G&P)

Estate Officer

Finance Officer

Technical Advisor



Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
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E-TENDER NOTICE

E-tenders are hereby invited on behalf of the Chaudhary Ranbir Singh University, Jind under two bids system i.e. technical and financial from well-established Manufacturers/firms dealing with furniture items as per details given below:

Description of Work	Preparation of 3D/ physical model of Master Plan, Surveying and Walkthrough animation film of CRS University Campus
Earnest Money	Rs. 15,000/- (Fifteen Thousand)
Approximate Cost of the Tender which may be increase or decrease	Rs. 7.50 Lac
Tender Fee (Non-refundable)	Rs. 5000/-
e-service Fees (Non-refundable)	Rs. 1000/- + GST
Start date and time of Bid preparation & submission on e- procurement portal	25.02.2021 from 09:00 A.M
Pre-bid meeting	
Last date and time for Bid preparation & submission by bidders	11.03.2021 upto 05:00 P.M
Date and time of Tender Opening (Technical Bid Part-I)	12.03.2021 from 11:30 AM
Date and time of Tender Opening (Financial Bid Part-II)	After evaluation of Technical Bid

The e-tenders shall be opened in the Conference Room, Chaudhary Ranbir Singh University, Jind in the presence of the agencies or their authorized representative who may like to be present by having proper authorization letter.

The complete bidding documents, fee details, technical specifications and key dates can be viewed/ downloaded from the web sites <https://etenders.hry.nic.in> and www.crsu.ac.in.

The Vice-Chancellor, Chaudhary Ranbir Singh University, Jind reserves the right to accept or reject the tendering process at any stage without assigning any reason whatsoever.

The Bidders are requested to go through the tender document carefully before submitting the online bid and can visit the University on any working day with prior intimation to inspect the specimen of the requisite items.

Registrar
Chaudhary Ranbir Singh University,
Jind

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparations/Submission	25.02.2021 from 9:00 AM	11.03.2021 UPTO 05:00 PM
2	Technical Bid Opening	-		12.03.2021 FROM 11:30 AM
3	Financial Bid Opening	-	To be notified later on	

Selection Procedure:

- A. First Stage:** Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document.
- B. Second Stage:** The Short-listed applicants will be required to make a detailed presentation of the best Institutional/other Buildings which have been successfully completed during 5 years before the committee (to be constituted by the University) at the given place, venue, date and time. The applicants will also be required to submit soft copies of their presentation/Technical proposal in duplicate. The technical proposal and presentations will be evaluated by the committee to select a suitable number of applicants for participation in the third stage.
- C. Third Stage:** The committee will finalize the detailed criteria for the evaluation and award marks to the design proposal. The financial proposal of top three applicants only will be opened. The financial bid of the remaining applicants will be retained (unopened) by the University. The applicant, who has obtained the highest marks for the design proposal, will be required to match the lowest price bid amongst the top three applicants. If deemed necessary, the committee may resort to negotiations before the award of work. In case the bidder No. 1 does not negotiate to the level of L1, University can decide about the rates with the permission of the Vice Chancellor. The finally selected firm will have to sign an agreement with the University.

Important Note:

- The Applicants/bidders have to complete "Application / Bid Preparation & Submission" stage on or before scheduled time as mentioned above. If any Applicant / bidder failed to complete his/her aforesaid stage in the stipulated time schedule for this stage, his/her Application/bid status will be considered as "Applications / bids not submitted".
- Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. The bidders will be required to make online payment of Rs. 15,000/- towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.
- The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance and make payment via RTGS /NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>.

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) along with GST online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates above.

The bidders shall quote the prices in price bid format under Commercial Bid.

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

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

6. Registration of bidders on e-Procurement Portal:

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

7. Obtaining a Digital Certificate:

- A. 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, by the Controller of Certifying Authorities, Government of India.
- B. 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 website – <https://etenders.hry.nic.in>.
- C. 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 from.
- D. The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e- Token carrying DSCs.
- E. 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).
- F. 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.

8. In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change 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.
9. 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.

10. Pre-requisites for online bidding:

In order to operate on 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 - <https://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.

11. 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 e-Procurement system on the Home Page at <https://etenders.hry.nic.in> and www.crsu.ac.in

12. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in> and www.crsu.ac.in

13. 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.

14. Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (POO/ Technical & Commercial/Price Bid):

A. Online Payment of Tender Document Fee + e-Service fee:

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 shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall 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.

B. PREPARATION & SUBMISSION Of ONLINE APPLICATIONS/BIDS:

Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.in>) and tender mandatorily be submitted online.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ / Technical Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

15. ASSISTANCE TO THE BIDDERS:

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Wednesday (from 3:30 pm up- to 5:00 pm).

All queries would require to be registered at our official email- chandigarh@nextenders.com for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk).

Important Note:

1. Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
2. For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
3. Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

For Support Call – 1800-180-2097

Haryana eProcurement Help Desk Office will remain closed on Saturday Sunday and National Holidays.

NOTE:-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>.

For help manual please refer to the “Home Page” of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link “How to...?” to download the file.

GUIDELINE FOR ONLINE PAYMENTS IN E-TENDERING

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department’s page in the e- tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) **Debit Card:** The procedure for paying through Debit Card will be as follows:-

- i. Bidder selects Debit Card option in e-Procurement portal.

- ii. The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- iii. Bidder clicks on “Continue” button.
- iv. The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- v. Bidder enters card credentials and confirms payment.
- vi. The gateway verifies the credentials and confirms with “successful” or “failure” message, which is confirmed back to e-Procurement portal.
- vii. The page is automatically routed back to e-Procurement portal.
- viii. The status of the payment is displayed as “successful” in e-Procurement portal. The e- Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- ix. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking: The procedure for paying through Net Banking will be as follows:-

- i. Bidder selects Net Banking option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount to be paid by bidder.
- iii. Bidder clicks on “Continue” button.
- iv. The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks.
- v. Bidder chooses his / her Bank.
- vi. The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank.
- vii. Bidder enters his account credentials and confirms payment.
- viii. The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- ix. The page is automatically routed back to e-Procurement portal
- x. The status of the payment is displayed as “successful” in e-Procurement portal. The e- Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- xi. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C. RTGS/ NEFT:

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

Each challan shall therefore include the following details that will be pre-populated:

Beneficiary account no: (unique alphanumeric code for e-tendering) Beneficiary IFSC
 Code: Amount:
 Beneficiary bank
 branch: Beneficiary
 name:

The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

Over-the-Counter (OTC)

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is ≤ ₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- i. Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- iii. Bidder clicks on “Continue” button
- iv. The e-Procurement portal displays the details of payment. Bidders clicks on “print _challan” and prints the OTC challan.
- v. Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed up to Rs. 49,999/-)
- vi. ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment
- vii. On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- viii. ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- ix. ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- x. The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- xi. The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- xii. Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Next tender portal before submitting the tender.

Sr. No.	Scenario	Do's / Don't's
1.	In the event of making Payment	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder’s responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in NEFT/RTGS the

	<p>through</p> <p>NEFT/RTGS</p>	<p>challan which are:</p> <ul style="list-style-type: none"> ✓ Beneficiary account no: <client code> + <random number> ✓ Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) ✓ Amount: As mentioned on the challan. It is specific for every tender/transaction ✓ Beneficiary bank branch: ICICI Bank Ltd, CMS ✓ Beneficiary name: As per the challan <ul style="list-style-type: none"> • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders“ EMD • It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender. • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired. <p>Don't's</p> <ul style="list-style-type: none"> • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise: <ul style="list-style-type: none"> ✓ Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account. ✓ Incorrect Beneficiary account number mentioned (<client code> + <random number>):-a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted. ✓ Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/participate. • Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination. • Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder. • Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder.
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2.	<p>In the event of making Payment Through OTC</p>	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: <ul style="list-style-type: none"> ✓ Beneficiary account no: <client code> + <random number> ✓ Amount: As mentioned on the challan It is specific for every tender/transaction ✓ Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired. • Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Next tender Portal before submitting the Tender. <p>Don't's</p> <ul style="list-style-type: none"> • If the bidding amount is greater than Rs 49,999/-, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque. • It is bidder's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank. • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tender's EMD.
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ELIGIBILITY CRITERIA FOR PREQUALIFICATION OF BIDDERS

1. Tender fee of Rs. 5000 (Non refundable) to be submitted online.
2. The bidder shall have Average Annual Turnover of Rs. 2.25 Lac or more. Audited balance sheet and profit & loss statement of three financial year (2016-17, 2017-18, 2018-19) should be provided to exhibit financial capability of the manufacturer. Profit & Loss statement also to be provided. The bidder should not be in loss in the last 03 financial years. The Turnover Certificate duly signed & stamped by Chartered Accountant as per **Annexure-I**.
3. The Bidder should have successfully completed similar works as per Annexure – VI at any Govt. Department/Institution/Central and State Universities /IIT /NIT /PSU /Research Organization/Private Sector during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
OR
 - b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.
OR
 - c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.
The bidder should furnish the information as per **Annexure-II** supported by Purchase order or Work done certificates from the concerned department.
4. Bidder need to submit an EMD of Rs. 15,000/- to be eligible to participate in this tender. Offers without Bid Security or Without NSIC/MSME Certificate will not be considered.
5. An affidavit on Rs. 100/- Stamp Paper from Public Notary shall be attached/uploaded by the bidder with following declaration that:
 - a) Bidders shall not be under any declaration of ineligibility for corrupt and fraudulent practices issued by any State Government/GOE/ Union territory.
 - b) The Bidders shall not be blacklisted by any State Government/GOI/Union territory/State and Central Educational Institutes etc during last Ten Years at the time of submission of tender bid for any item or by any reason.
 - c) The Bidder should not be a defaulter of any financial institute or Bank and their assets should have never been put on auction for recovery of debts.
6. The bidder should submit a Bank Solvency Certificate issued from any nationalized bank worth Rs. 50,000/- or more which should not be more than one year old from the last date of bid submission.
7. Joint Venture for the said project is not allowed.
8. All documents submitted by the bidder should be notarized and valid till the date of bidding of the tender.
9. The Bidder should quote for all items of the tender. Any tender for Part item will be rejected out rightly.
10. Bidders Company/organization should be a Private Limited/Government Registered Company.
11. Should have capability of making highly detailed HD animation with streetscape, landscape, smart features to give realistic look.
12. The bidder shall upload/attach duly signed & stamped **Annexure-III** with the technical bid.
13. The bidder shall upload/attach information as per **Annexure-IV** duly signed and stamped with the technical bid.
14. The bidder shall submit duly signed & stamped declaration as per **Annexure-V** with the technical bid.

Date & Seal

**Name and signature of the
Competent Authority of the Bidder**

TERMS & CONDITIONS

The Bidder is expected to carefully read and examine all the Terms & Conditions, specifications and instructions given in this E-Tender Document with full understanding of their implications. Failure to furnish all information required for submission of a bid that is not substantially responsive in every respect, will be at the Bidder's own risk and may result outright rejection of the bid.

1. The Chaudhary Ranbir Singh University, Jind, Haryana shall first evaluate the technical bids. The financial bids will be opened/ entertained of only those bidders who happened to be responsive/ qualified in the technical bids. Decision of the University in the evaluation of the Technical Bids shall be final.
2. Signed and stamped all documents (except the financial bid) available in the tender document.
3. Bid Security: The Bid security (i.e. Earnest Money Deposit: EMD) of Rs. 15,000/- (Rupees Fifteen Thousand Only) through online mode only.
 - a) Offers without Bid Security or Without NSIC/MSME Certificate will not be considered.
 - b) Bid security of the unsuccessful bidders shall be returned to them at the earliest after expiry of the bid validity and latest on or before the 30th working day after the award of the work, so as to get refund of the Bid Security, all the Bidder will provide their bank account details.
 - c) The Bid Security shall also be forfeited,
 - i) If a Bidder withdraws its bid during the period of bid validity; or
 - ii) If a Bidder makes any statement or uploads any form which turns out to be false, incorrect and/ or misleading at any time and/ or conceals or suppresses material information; or
 - iii) In case of the successful Bidder, if the Bidder fails to sign the agreement or to furnish performance guarantee within the specified time period as given in this document
4. Amendment in this document: At any time up to the last date of receipt of Bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify this e-tender document by an amendment. Clarifications requested by bidders should be submitted at least 7 working days prior from date of closing. The amendment will be notified only on the University website: www.crsu.ac.in and the same shall be binding on Bidders. The University, may at its discretion, extend the last date for the receipt of Bids.
5. Bid Disqualification: The proposal will be disqualified in the following cases:
 - a) Proposal not uploaded in accordance with instructions provided in this document.
 - b) Proposal is uploaded in incomplete form.
 - c) Proposal is uploaded after due date and time.
 - d) Uploaded proposal does not have all requisite supporting documents.
 - e) Financial proposal is not uploaded in BOQ Excel File format available in Bid documents available on e-Procurement website.
 - f) Bidders have to deposit the Bid Security or fails to upload the scanned copy of receipt of submission of Bid security or fails to submit Performance Security Bank Guarantee with specified period of issue of letter of intent or fails to enter into a contract within specified date of notice of award of contract or within such extended period, as may be specified by University.
6. The bidder shall submit price bid/offer in Indian Rupees.
7. The bidder shall upload financial bid in BOQ form as per **Annexure-VII**.
8. The tender must remain valid and open for acceptance for a period of 120 days from the date of opening of financial Bid.
9. Tender once submitted shall not be allowed to be withdrawn, altered, or cancelled in part or in whole. Any departure from these conditions will be liable to disqualify the tenderer and the earnest money of concerned firm will be forfeited.

10. The University does not bind itself to accept the lowest or any tender and reserves the right to reject any tender without assigning any reason whatsoever. The Vice-Chancellor, Chaudhary Ranbir Singh University, Jind reserves the rights to accept and reject any tender or all the tenders without assigning any reasons.
11. The successful bidder shall execute an agreement with the University on stamped paper of Rs. 100/- within fifteen days of receipt of letter of acceptance. Within 21 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to REGISTRAR, CRSU, JIND a performance security in any of the forms for an amount equivalent to 10% of the Contract price. The performance security will be valid up to the end of the defect liability period plus 60 days or as prescribed in the contract data. In case, the time of completion is enlarged, the validity of the guarantee shall be correspondingly extended. It carries no interest and is refunded to the contractor after the date specified in the contract.
12. No advance payment shall be made to the supplier/firm.
13. University reserves the right at the time of award of Supply Order/work order to increase or decrease or even delete the number of items without any change in terms and conditions.
14. The successful bidder shall supply the items exactly as per specifications indicated in Tender.
15. The supply, transportation etc. of the items will be sole responsibility and the risk of the successful bidder till its acceptance by the University.
16. All supplies should be made within a fortnight of supply order or by the date stated in the order whichever is earlier. In case, it is brought to the notice of the University authority that the supply has not been made within the prescribed period, a penalty @0.5% of the delivered price of the delayed goods for each week, with maximum limit of 10% would be deducted from the bill or the tender will be cancelled and performance security will be forfeited. The University shall then be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
17. The delivery of items should be F.O.R. at Chaudhary Ranbir Singh University, Jind.
18. In case of dispute or differences arising between the University and the supplier relating to any matter, the same shall be settled through amicable negotiations between the University and vendor/firm. In case the issue remains unresolved, the decision of Vice-Chancellor shall be final and binding.
19. The dispute, if any, shall be subject to the jurisdiction of Courts at Jind. Any other jurisdiction mentioned in the tender or invoices of the manufacturers/distributors/ dealers/suppliers etc. shall be invalid and shall have no legal sanctity. Any dispute arising out the deal shall be subject to the decision of the Vice-Chancellor of the University whose decision shall be final.
20. The University reserves the right to accept or reject any tender without assigning any reason, if so required.
21. Since the scope of work required in the tender is approximate which can be increased or decreased as per requirement of the University.

**Registrar
CRSU, Jind**

(Format for Annual Turnover)
ANNUAL TURNOVER

Sr. No.	Annual Turnover w.r.t. item quoted			Remarks (if any)
	2016-17	2017-18	2018-19	
1	2	3	4	5

The relevant documents are uploaded as Page nos. _____

Certified copies of ITRs are uploaded as page nos. _____

Date: _____

Signature of the Bidder with seal

Name _____

Note:

1. Documentary evidence shall be uploaded along with format.
2. Certified copies of ITRs of the above years shall be uploaded.

PROFORMA FOR PAST PERFORMANCE

Orders placed by (Full Address Of Purchaser)	Order No. and Date	Description of work/order	Value of Order (Rs.)	Date of completion of delivery as per contract/actual	Remarks indicating reasons for Late delivery, if any
1	2	3	4	5	6

Date: _____

Name & Signature of Competent Authority of the Bidder

(To be submitted on letter head of the bidders along with Technical Bid)

To
The Registrar,
Chaudhary Ranbir Singh University,
Jind.

Sir,

Declaration regarding tender for Preparation of 3D/ physical model of Master Plan, Surveying and Walkthrough animation film of CRS University Campus required in Chaudhary Ranbir Singh University.

1. I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.
2. I/we undertake to offer my/our services in conformity with your requirements and the terms and conditions set in the Tender document.

Dated:

(Signature of the authorized person of the bidders)

.....
(Name and address of the bidders)

.....
(Seal of the bidders)

Duly authorized to sign the bid for and on behalf of (Firm/Bidder)

Bidding Details	Tender No.		
	Name of Work	Preparation of 3D/ physical model of Master Plan, Surveying and Walkthrough animation film of CRS University Campus	
	Closing date & time of Tender		
	Bidder's Name		
Bank Details (upload a cancelled cheque for verification of these details)	Account Name		
	Account Number		
	Name of Bank		
	IFSC Code		
	MICR Code		
	Bank Address		
Contact Details	Communication Address		
	Landline Telephone No.		
	Mobile No.		
	Email Address		

Date: _____

Signature of the Bidder with Seal
Name _____

(Format for declaration which shall be uploaded as last page of the bid document)

DECLARATION

(To be furnished by the Bidder on company's Letter Head)

I/We hereby solemnly declare and affirm that the above documentary evidences/declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date _____

Signature of the Bidder with Seal

Name: - _____

Scope of Work

Part-1:

DGPS (Differential Global Positioning System) Survey

is an enhancement to Global Positioning System that provides improved location accuracy, from the 15-meter nominal GPS accuracy to about 10 cm in case of the best implementations. DGPS uses one or several (network) fixed ground based reference stations (in known locations).

Plain Tabling

1. To record the **correct positions** of all the existing buildings on the campus.
2. To mark the layout of roads, pathways, storm drains, sewer drains, manholes, artificial lake, main gate including tank and railing, boundary wall, statue of Late Shri Chaudhary Ranbir Singh Ji, Tube Wells, Rain Water Harvesting Wells, Open green areas, Ber Baagh, and all other features existing on the campus.
3. Plain Tabling survey will be carried out employing DGPS technique which will be **satellite synchronized** and AutoCAD survey plan when opened in Google will automatically pick up the coordinates. This feature will make the Master plan very effective from the point of view of doing demarcation of future structures on the campus.

Contouring

1. Levels of Roads will be marked from the crest of the road. Large open spaces will be divided on a grid of 15 x 15 m for the purpose of recording levels.
2. Invert levels of storm and sewage manholes will be recorded.

Deliverables

Supply of Eight (8) Hard copies of colour drawing on A-1 size sheet and soft copy in AutoCAD and PDF format.

Completion Time: 07 days from placement of Work Order.

Approvals

The Master plan shall be got approved from University authorities before preparation of the layout and placement of various building blocks.

Part-2: Preparation of 3D / Physical model of the University Campus spread over 75 acres.

1. The model shall show the buildings on the campus in following manner

- a) Existing Buildings (VC Residence, Girls' Hostel - I, Senior Faculty Residences, Junior Faculty Residences, Yogshala/ Multipurpose Hall, Teaching Block -I, Teaching Block -II, Boys' Hostel - I with Mess Block, Shopping Complex) and other constructed buildings/ structures at site in University campus shall be depicted in true elevation features such as facade materials, and openings on the facade i.e. doors and windows.
- b) Proposed Buildings (Registrar Residence, Guest House, Library, Teaching Block- III, Teaching Block - IV, Indoor Sports Complex, Swimming Pool, Girls' Hostel - II, remaining blocks of Senior and Junior Faculty, Boys' Hostel - II, Water Works, 33 KVA Electrical substation) shall be depicted as detailed blocks.
- c) Administrative Office and Auditorium shall be shown as volumetric blocks.

2. The model shall also show the following features

- a) Complete road layout, pathways network, boundary wall, main gate, surface parking lots, and other existing features such as tube wells, etc.
- b) Proposed design of round-about near Yogshala and Teaching Block 1 with Maa Saraswati Pratima.
- c) Proposed development of artificial lake with water fountains, promenade, and Indian Ghat-like steps.
- d) Proposed development of campus landscaping with street lighting and plantation.
- e) Proposed development of Panchwati.
- f) Statue of Chaudhary Ranbir Singh Ji with glass canopy, planters and steps.

Size of Model

The base size shall be 7' x 8'.

Material

High Impact Polystyrene sheet, Acrylic sheet for Building blocks.

Lighting: Building Windows shall glow from behind with LED Strips, landscaping lights to light trees and shrubs, swimming pool with lighting effects and human figures.

Model Display Stand

The stand have appropriate size to place model made of SS 304.

Protective Cover

12 mm toughened glass to protect the model from dust and tampering.

Packing and Transportation

The model and stand shall be packed in a wooden case with protective bubble sheet and cardboard and transported F.O.R to the CRS University.

Part – 3 Preparation of Walkthrough Animation Film of the University Campus.

(a) Total duration of the film shall be of 5 minutes which shall consist of 3-D animation (with V-RAY render quality) including of exterior and interiors. The balance duration shall be recording of actual live shoots / views showing location / locational advantage etc. However, these are tentative time-frames. The actual time-frame of interior/ exterior animation may vary within the total stipulated duration as per requirement and directions of Officer-in-charge.

(b) Editing

- i. Mixing of voice over and animation.
- ii. Mixing of voice over, animation and video shoots.
- iii. Animation for logos, addition of text and other effects

(C) Scripting and voice over

- (i) Script in English and Hindi
- (ii) Voice Over in Studio by Expert Artist (Hindi and English)

(d) Video Shoots: Video shoots if required showing locational advantage including connectivity, greenery etc.

(e) Output Format:

The output should be made available to Chaudhary Ranbir Singh University, Jind, Haryana, in any two formats out of the following formats as per the directions of Chaudhary Ranbir Singh University, Jind, Haryana.:

Film resolution: 1920 x 1080

formats:

- 1) Full HD film in mp4 (1080 p)
- 2) Half HD Film in mp4 (720 p)

Walk through to be provided in various video formats as required by the University.

The film is to be displayed on a large watch out screen of size 32 ft. x 16 ft. or equivalent. The resolution of the animation film should be adequate for display on such large screen without compromising on visual qualities.

Hi-Resolution Images: The agency to also provide 3-4 Nos. High Resolution views / images from the walkthrough animation as selected by the Officer-in-charge on CD or Email suitable for proper display on hoardings of size at least 20 ft. x 10 ft.

(f) Deliverables: Two copies of the walk through as specified in scope & specifications, on 2 DVDs and as per the requirement of Chaudhary Ranbir Singh University, Jind, Haryana.

Completion Time: 14 days from placement of Work Order.

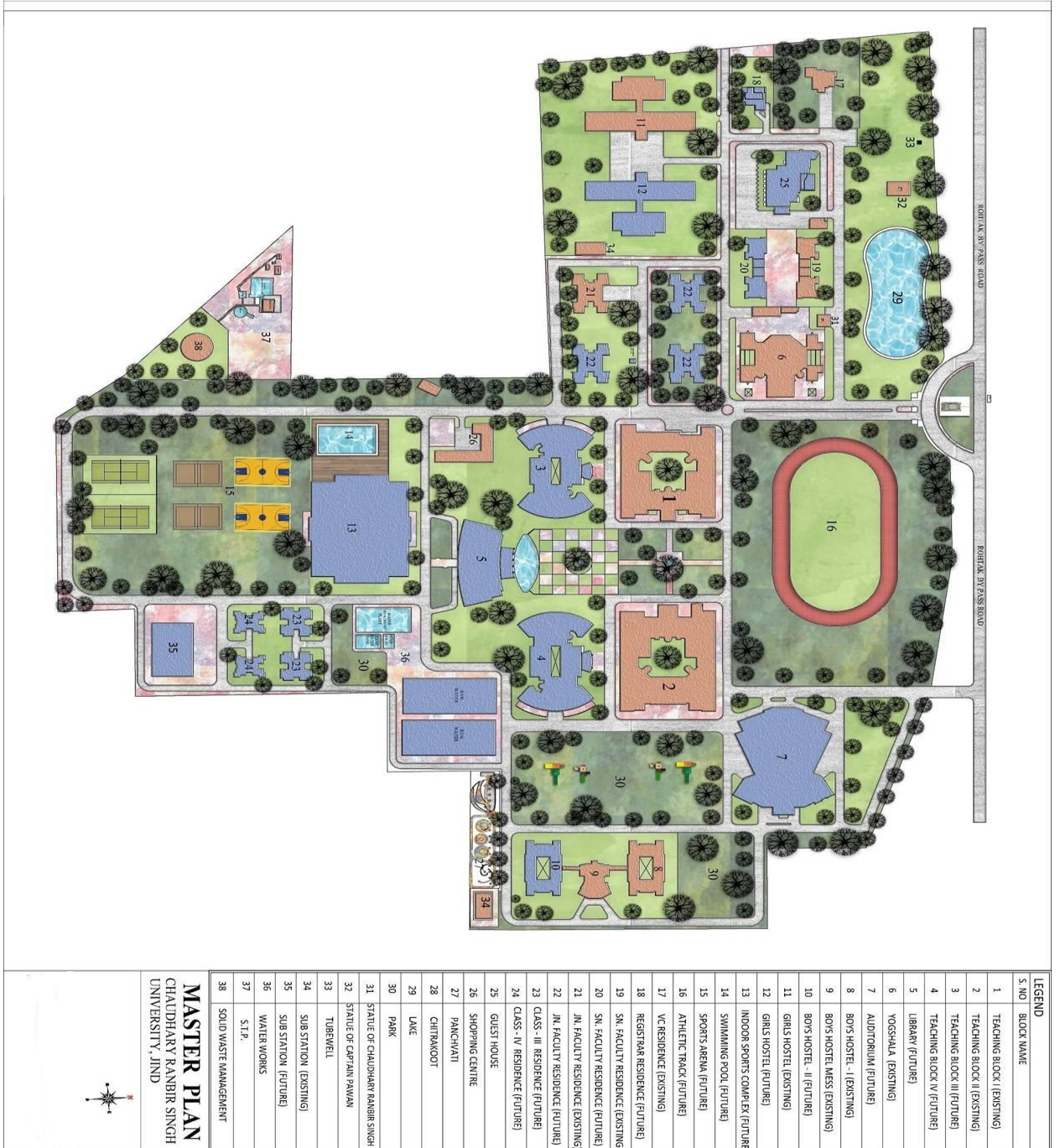
(Financial Bid Format)

Financial bid will be uploaded on E-Procurement Website only, in BOQ Excel File format available in Bid Documents on the website.

Item Rate BOQ

Tender Inviting Authority: Registrar, Chaudhary Ranbir Singh University, Jind					
Name of Work: PREPARATION OF 3D/ PHYSICAL MODEL OF MASTER PLAN, SURVEYING AND WALKTHROUGH ANIMATION FILM OF CRS UNIVERSITY CAMPUS.					
Bidder Name:					
Price Schedule (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender, Bidders are allowed to enter the Bidder name and values only)					
NUMBER#	TEXT#	NUMBER#	TEXT#	NUMBER#	NUMBER#
Sr. No.	Item Description	Tentative Quantity	Units	Rate for each item in Rs. Inclusive of all taxes	Total Amount Inclusive of All Taxes
1	2	3	4	5	6
1.	DGPS (Differential Global Positioning System) Survey, Plane Table survey and Contouring of University Campus as per Scope of <i>Work, Part-1</i>	01	Lot		
2.	Preparation of Master plan, 3D / Physical model and walkthrough animation film of the University Campus spread over 75 acres as <i>per Scope of Work, Part-2.</i>	01	Lot		
3.	Preparation of Walkthrough animation film as <i>per Scope of Work, Part-3.</i>	01	Lot		

Master Plan



S. NO.	BLOCK NAME
1	TEACHING BLOCK-I (EXISTING)
2	TEACHING BLOCK-II (EXISTING)
3	TEACHING BLOCK-III (FUTURE)
4	TEACHING BLOCK-IV (FUTURE)
5	LIBRARY (FUTURE)
6	YOGSHALA (EXISTING)
7	AUDITORIUM (FUTURE)
8	BOYS HOSTEL - I (EXISTING)
9	BOYS HOSTEL MESS (EXISTING)
10	BOYS HOSTEL - II (FUTURE)
11	GIRLS HOSTEL (EXISTING)
12	GIRLS HOSTEL (FUTURE)
13	INDOOR SPORTS COMPLEX (FUTURE)
14	SWIMMING POOL (FUTURE)
15	SPORTS ARENA (FUTURE)
16	ATHLETIC TRACK (FUTURE)
17	V.C. RESIDENCE (EXISTING)
18	REGISTRAR RESIDENCE (FUTURE)
19	S.N. FACULTY RESIDENCE (EXISTING)
20	S.N. FACULTY RESIDENCE (FUTURE)
21	J.N. FACULTY RESIDENCE (EXISTING)
22	J.N. FACULTY RESIDENCE (FUTURE)
23	CLASS - III RESIDENCE (FUTURE)
24	CLASS - IV RESIDENCE (FUTURE)
25	GUEST HOUSE
26	SHOPPING CENTRE
27	PANCHVATI
28	CHITRAKOOT
29	LAKE
30	PARK
31	STATUE OF CHAUDHARY RANBIR SINGH
32	STATUE OF CAPTAIN PAKHAN
33	TUBEWELL
34	SUB STATION (EXISTING)
35	SUB STATION (FUTURE)
36	WATER WORKS
37	S.T.P.
38	SOLID WASTE MANAGEMENT

MASTER PLAN
 CHAUDHARY RANBIR SINGH
 UNIVERSITY, JIND

