



HARYANA KNOWLEDGE CORPORATION LIMITED

Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity (Tata ACE/ Similar VAN) across Haryana

Ref. No: HKCL/KLC-DP/2022-23/295

Date: 16-03-2023

Subject: - Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity (Tata ACE/ Similar VAN) across Haryana.

Haryana Knowledge Corporation Limited (HKCL) is promoted by Department of Information Technology Electronics & Communication, Haryana (DITECH), Government of Haryana, India along with:

- Maharashtra Knowledge Corporation Ltd.
- HARTRON
- Board of School Education - Haryana
- Deen Bandhu Chhotu Ram University of Science & Technology, (DCRUST) Murthal, Sonipat
- Bhagat Phool Singh Mahila Vishvavidyalaya, (BPSMV), Khanpur Kalan, Sonapat
- Kurukshetra University (KU), Kurukshetra
- Guru Jambheshwar University of Science & Technology (GJUST), Hisar

It was incorporated under the Companies Act, 1956 Corporate Identity Number (CIN) U80904HR2013PLC050331, dated September 10, 2013 issued by the Registrar of Companies, National Capital Territory of Delhi and Haryana to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general.

HKCL invites Tender from experienced and reputed Creative Agencies for providing promotional Services through **TATA ACE/ Similar VAN** for HKCL named as *HKCL's IT Rath Activity* for its Authorized Learning Centres (ALCs) located across Haryana. The agency hired will be responsible for conducting HKCL's IT RATH Activity as per the below requirements defined by HKCL.

Important Instructions for Submission of Quotations and Supply of Materials:

1. **Quotation:** Quotations should be sent in sealed envelope. On the envelope it should be written "Quotation for **Providing Services to conduct HKCL's IT Rath VAN Activity: Year-2023**". The name, address and contact number should be clearly mentioned on the envelope. Sealed envelope to be sent to address given below: -
To,
The Managing Director
Haryana Knowledge Corporation Ltd. (HKCL),
4th Floor, South Wing, HSIIDC IT Park, Plot No. 1,
Sector-22, Panchkula- 134109, Contact No. 0172-5210251/52
2. **Submission of Quote:** Quotation should reach the given address on or before **23rd March 2023** between 9.30 AM to 5.30 PM.
3. **Contact:** In case of any queries, kindly sent an email on info@hkcl.in in cc to jitendras@hkcl.in.
4. **Pre-Qualifications:** - Refer **Annexure "A"** and fill the same.

5. Minimum Eligibility Criteria: - To be eligible for evaluation of its tender, the sole bidder shall fulfill the following Minimum Eligibility Criteria.

SN.	Basic Requirement	Specific Requirement	Documents Required
i).	Bidder Agency/ Company/ Partnership Firm/ Organization	The bidder should be registered in India under the Indian Companies Act, 1956/ 2013 or a firm registered under Partnership Act 1932, Registered Proprietary Concern, Limited Liability Act 2008, Trust registered Act 1882 or Central/ State Societies registration Act and should be in existence in India for at least last 3 years as on the date of submission of bid.	Certified copy of Registration Certificate as applicable. a. ROC/Firm/proprietary etc. b. Copy of GST Registration Certificate c. Copy of PAN
ii).	Bidder Agency/ Company/ Partnership Firm/ Organization Turnover and positive net worth	The Bidder must have minimum average annual turnover of Rs. 25 Lakh in last 3 financial years and should have a positive net worth.	Balance Sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years (By Certified Chartered Accountant).
iii).	Bidder Experience and Capabilities	The bidder should have successful experience in similar promotional activities at least once.	Work Order/PO/ Agreement Copies
iv).	Blacklist of Bidder Agency/ Company/ Partnership Firm/Organization	Bidder should not have been Blacklisted or conflict of activities by any State/ Central Govt. or any other Public Sector Undertaking or a Corporation or any other autonomous Organization of Central or State Govt. for breach of Contractual conditions as on the bid submission date	Self- certification on Letter head Annexure "B" (Fill the same)
v).	Authorized Representative of Bidder	A Power of Attorney/ Board Resolution in the name of person signing the Bid	Self-certification on Letter Head Annexure "C" (Fill the same)

Note:-

- a) Only those Bidders who meet the Pre-Qualification criteria as specified above will be eligible to respond to this Tender. Bidders Pre-Qualification proposal shall contain the relevant information and supporting document to substantiate the eligibility of the bidder vis-a-vis the pre-qualification criteria. The documents submitted shall be verified by HKCL.
- b) The Bidder should have all necessary licenses, permissions, consents, NOCs, approvals as required under law for carrying out its business. The Bidder should have currently valid Sales tax/GST Registration Certificate and PAN No.
- c) All the bid documents should be duly signed by the Authorized signatory.

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered.

- 6) **Rath-Activity Specifications & Cost Component:** The required specifications of IT Rath-Activity are given separately at **Annexure 'D'**. Kindly fill the enclosed annexure and submit the duly signed & stamped quotation on company/agency's letter head.
- 7) **Acceptance of Service Order:** The SO will be awarded to the selected vendor along with all the designs. The vendor must acknowledge the acceptance of the SO by email or on SO hard copy within two days of receipt of SO. Failing to which the order will be considered cancelled and HKCL reserves the right to give the SO to another vendor.
- 8) **Quality:** The Rath-Activity must confirm to the quality standards prescribed and specifications provided by HKCL. Deviations in the quality standards shall not be accepted under any circumstances.
- 9) **Route Plan:** The Rath-Activity will be conducted in entire State of Haryana covering every Authorized Learning Center in all districts in Haryana. The summary of districts wise locations to be covered are enclosed herewith at **Annexure 'E'** for your reference. The final list of 212 district wise Authorized Learning Centers to be covered will be provided with final Service Order.
- 10) **Non-Disclosure:** The vendor shall ensure not to disclose any information (whether written or oral) which is of a confidential nature (including content, data software and manuals) obtained or received under the SO. Such information of confidential in nature shall not be disclosed by the vendor to any person (other than their employees or professional advisers) without the prior written consent of HKCL. The confidential information shall not be disclosed except (a) any information which has been published other than through a breach of this SO; (b) information lawfully in the possession of the recipient before the disclosure under the SO took place; (c) information obtained from a third party who is free to disclose it; and (d) information which a party is requested to disclosed and, if it did not, could be required by to do so by law.
- 11) **Payment:** Payment shall be done as per the following schedule: -
 - a). No Advance payment shall be paid in any case,
 - b). 30% of the Service order will be paid after 10th day of the activity as part payment.

- c). Another 30% of the Service order will be paid after 20th day of the activity as part payment.
- d). Rest 40% shall be paid on final submission of the invoices & work completion report/certificate along with necessary supporting documents required by HKCL related to work completion.
- e). The amount of TDS and TDS on GST shall be deducted on payments made by HKCL from time to time.

- 12) **Indemnity and Damage:** In case of any issues arises related to the services, HKCL reserves the right to deduct the payments from the bills to indemnify the damages caused.
- 13) Quotations should be sent only through sealed envelope. Quotations sent via email will be considered void.
- 14) HKCL reserves the right to place the service order with one vendor or multiple vendors considering the rates and quality of work.
- 15) **Penalty:** Failure to deliver the services of IT Rath Activity within the delivery schedule mentioned in the S.O. will attract Penalty @ 2% of the charges for every additional day of delay. Failure to conform to the quality standards prescribed above in the SO shall lead to non-payment for the services supplied.

With Regards,
Sincerely yours,



Abhijeet Kulkarni
Managing Director & CEO

**Annexure "A": Pre-Qualification Format
Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity: Year-2023**

To,

Managing Director

**Haryana Knowledge Corporation Limited (HKCL)
4th Floor, Plot No-1, HSIIDC IT Park, Sector-22, Panchkula 134109**

Dear Sir,

Subject: Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity 2023 (Tata ACE/ Similar VAN) across Haryana.

1) Having examined the Tender document, _____, the undersigned, herewith submit our response to your Tender Notification dated _____ for **Selection of Service Provider (SP) for HKCL's IT Rath Activity 2023 (TATA ACE VAN) across Haryana** tender Document No- **Ref. No: HKCL/KLC-DP/2022-23/295.**

2) I/We have read the provisions of the Tender document and confirm that these are acceptable to us. Hence, we are hereby submitting our Bid.

3) I/We agree to abide by this Tender, consisting of this letter, financial bid and all attachments, for a period of 15 days from the closing date fixed for submission of bid as stipulated in the Tender document.

4) I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption, in force in India.

5) I/We understand that HKCL is not bound to accept/annul any bid received in response to this Tender.

6) In case, I/We are engaged by HKCL as service provider contractor for supply of ordered items/goods/items of turnkey Project/ Product Names, I/We shall provide all assistance/cooperation required by HKCL appointed auditing agencies officials for performing their auditing and inspection functions. I/We understand that our non-cooperation for the same shall be grounds for termination of service/contract.

7) In case, I/We are engaged as a vendor, we agree to abide by all the terms & conditions of the Contract and Guidelines issued by HKCL from time to time.

8) Our bidder's profile is as under: -

S#	Required Details	Remarks
1.	Legal Name of Entity	
2.	Type of Business	<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other
3.	Company Identification No. (CIN), Registration No. if any.	
4.	Business Address: City District State Zip code Telephone Nos.: Contact email:	

5.	Registered Address of the Company: Address: City District State Zip code Contact Person Telephone Nos.: Contact email: Company Website URL	
6.	PAN No. of bidder GST No. of bidder	
7.	Name of Bid and Contract Signing Authority - I Name Designation Contact No. Email: Power Of Attorney or resolution of Board of Directors through which authorized as signatory. Authority - II Name Designation Contact No. Email: Power Of Attorney or resolution of Board of Directors through which authorized as signatory	

9) Entity's Financial Details is given as under: -

FY	Annual Turnover	Net Worth
2019-20		
2020-21		
2021-22		
TOTAL		
AVERAGE		

Yours Sincerely,

Authorized Signatory (ies)[In full and initials]: _____ Name and

Title of Signatory (ies):

Name of Bidding Company/Firm:

**Annexure "B": Self-Declaration on not being Blacklisted.
Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity: Year-2023**

Date:

Tender Ref. No: HKCL/KLC-DP/2022-23/295

**From
Applicant**

**To
The Managing Director,
Haryana Knowledge Corporation Limited
HSIIDC IT Park, Plot No.-1, 4th Floor, Sector – 22 Panchkula**

Subject: - Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity (Tata ACE/ Similar VAN) across Haryana.

I, _____, S/o Sh. _____, R/o _____, do hereby solemnly affirm and declare as under: -

That M/s _____ (Company/Firm Name) hereby has not been blacklisted by any State Government/ Central Government/ Public Sector Undertakings during the last three years and further confirm that our EMD/SD/Performance bank guarantee has not been forfeited by any State Government / Central Government / Public Sector Undertakings during the last three years due to our non-performance, noncompliance with the tender conditions etc.

That we M/s _____ (Company/Firm Name) hereby declare that all the particulars furnished by us in this Tender are true to the best of our knowledge and We understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

That in case of violation of any of the conditions above, We M/s _____ understand that We are liable to be blacklisted by the Department for a period of three years from participating any tender published by HKCL.

DEPONENT

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and nothing has been concealed therein.

DEPONENT

**Annexure "C": Bidder's Authorization Certificate of Signing Authority
Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity: Year-2023**

Date:

Tender Ref. No: HKCL/KLC-DP/2022-23/295

To
The Managing Director,
Haryana Knowledge Corporation Ltd.
Sector-22, Panchkula,
Haryana-134109.

Subject: - Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity (Tata ACE/ Similar VAN) across Haryana.

Mr. , _____, _____ Prop/Partner/MD/Director is hereby **authorized to sign & stamped relevant documents on behalf** of the Company/firm in dealing with above tender. He is also authorized to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said tender.

Thanking you,

<p>Signature of the person authorized by the bidder.</p> <p>Name Designation</p> <p>Seal</p>	<p>Certified by</p>
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**Annexure 'D':
Format for Cost Component**

Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity: Year-2023

Estimate Cost Component - ROAD SHOW - HR					
Sr No	Particulars	Unit	Days	Amount	Total Amt
A	Vehicle and Fabrication				
	Tata Ace (incl driver, driver food and driver stay)	1	30		
	Design, Printing, and Fabrication (10 Oz Star Flex Black back) Driver Back- 64x76 inch Top Side : 82x27 inch Top Back : 66x27 inch Bottom Back : 71x19 inch Bottom Left : 111x19 inch Bottom Right : 111x19 inch Door : 73x24 inch Driver Top : 57x50 inch Driver Top Left : 36x36 inch Driver Top Right : 36x36 inch Driver Top Back : 60x72 inch Roof Top : 120x72 inch Vinyl : 48x48 inch				
	Fuel incl toll taxes (Average Running- 80-100 KMs. Per day)	1	28		
B	Manpower				
	Promoter cum entry level anchor	1	28		
	Food and stay of promoter and anchor	1	28		
C	Permissions				
	Municipal corporation permissions	1	28		(By HKCL)
	Permit charges				NILL
D	Equipment's				
	Sound-Speakers and mic (Quality check	2	28		
	Invertor (Backup for 8 to 10 hours daily)	1	28		
E	Others				
	Communication and reporting charges				
G	Misc. (Changes if any)				
Total Amount					
Amount for 1 Vehicle (A)*					
Amount for 4 Vehicle (Ax4)*					
GST %					
Total Amount inclusive of taxes					

**Annexure 'E':
District-VAN Wise Location Route Plan**

Tender for Selection of Service Provider (SP) for HKCL's IT Rath Activity: Year-2023

Sr. No.	Route No.	District Location	Total Actual Centers	Additional Center	Total No. of Center
1.	VAN-1	Ambala, Panchkula, Chandigarh, Jind, Kaithal, Karnal, Kurukshetra, Yamuna Nagar	47	4	51
2.	VAN-2	Fatehabad, Hisar, Sirsa	52	4	56
3.	VAN-3	Bhiwani, Charkhi-Dadri, Jhajjar, Mahendergarh, Rewari	54	4	58
4.	VAN-4	Faridabad, Gurgaon, Mewat, Pawal, Rohtak, Panipat, Sonipat	43	4	47
		Total ALC's across Haryana State			212

Please Note-

- 1- Rate should include lodging and boarding of promoter and vehicle driver.
- 2- HKCL will need **four (4) TATA ACE/ Similar vehicles** for the promotion activity.
- 3- Day wise visit schedule of vehicle will be provided by HKCL.
- 4- Vehicle should visit all the centers as per details provided by HKCL.
- 5- Vehicle should visit **2 Authorized Learning Center** on daily basis as per the schedule provided by HKCL and conduct promotional activity for minimum **4 hours** at all nearby locations of every Authorized Learning Center.
- 6- Each vehicle should have one Driver and one Promoter-Cum-Anchor.