



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A++' GRADE, NAAC ACCREDITED)

Notification

Subject: Inviting quotations from Firms/Individuals/Organizations to hire/engage Directors/Coaches for cultural activities

Duly filled and signed quotations are invited from the interested persons/firms/organizations for the items mentioned in the attached Performa along with terms & conditions mentioned therein. A standing committee will negotiate with the firms to engage Directors/Coaches for the teams of students of University Teaching Departments of Kurukshetra University.

Duly filled and signed Quotation Performa and Terms & Conditions along with documents of achievements of Coach/Trainer/Artist in a sealed envelope must reach in the O/o Dean Students' Welfare, Room No. 8, Deans' Building, Kurukshetra University, Kurukshetra by **10.10.2025 (upto 5:00 pm)**. The quotations will be opened by the committee on **13.10.2025 at 11:00AM**. You are required to make yourself available for negotiation on **13.10.2025 at 11:00AM** before the committee in the O/o Dean Students' Welfare. The quotations should be sent through **Registered Post Only by 10.10.2025 (upto 5:00PM)**. Quotations received after the due date will not be entertained in any case.

Note: It should be mentioned on the top-front of sealed envelope **"Quotation for the Directors/Coaches for Cultural Activities"**

Dean Students' Welfare,

Endst. No. DSW/2025 1122

Dated: 25/09/2025

Copy to:

1. Director, Public Relations, K.U.K. with a request to publish in 2-3 newspapers for vide publicity.
2. Director, I.T. Cell, K.U.K. with a request to upload on the University Website and to provide the link to the Director, Public Relations, K.U.K. to mention in the said advertisement.
3. O.S.D. to Vice-Chancellor (for kind information of the Vice-Chancellor)
4. A.R. o/o Registrar (for kind information of the Registrar)

Dean Students' Welfare

Performa for quotation

Important: Quotation without signed Terms & Conditions will not be entertained.

Rates for hiring the Directors/Coaches etc. for Cultural Activities (UTD, KUK) for session 2025-26

Firm/Individual Name: _____
Full Address: _____ _____
Contact no. _____
GSTIN: _____ HSN/SRC No.: _____ (if applicable)

Group A (Dance)

Sr. No.	Name of the items	Name of Coach/trainer/artist who will give training to the students (attach Achievements)	Rate offered (Including GST)	Rate after Negotiation (to be filled before the committee)	Remarks by Committee members (if any)
1.	Classical Dance				
2.	Group Dance (General)				
3.	Group Dance (Haryanvi)				
4.	Rasiya (Haryanvi) Group dance				
5.	Solo Dance (Haryanvi) Female				
6.	Solo Dance (Haryanvi) Male				
7.	Loor Dance				

Group B (Music/Vocal)

8.	Bhajan (Haryanvi)				
9.	Classical Vocal Solo				
10.	Duet Raagni				
11.	Folk Song (General)				
12.	Gazal (Haryanvi)				
13.	Group Song (General)				
14.	Group Song (Haryanvi)				
15.	Group Song (Western)				
16.	Haryanvi Folk Song/Lokgeet				
17.	Haryanvi Pop Song				
18.	Haryanvi Ragani				

19.	Light Vocal Indian				
20.	Western Vocal (Solo)				

Group C (Music/Instrumental)

21.	Classical Instrumental Solo (Non- Percussion)				
22.	Classical Instrumental Solo (Percussion)				
23.	Instrumental Solo (Haryanvi)				
24.	Orchestra (Haryanvi)				
25.	Orchestra Indian				
26.	Western Instrumental (Solo)				

Group D (Theatre/Acting)

27.	Choreography				
28.	Haryanvi Choupal				
29.	Haryanvi Rituals				
30.	Haryanvi Saang				
31.	Haryanvi Skit				
32.	Khandka Tai				
33.	Mime				
34.	Mimicry				
35.	Mono Acting in Haryanvi				
36.	One Act Play (Haryanvi)				
37.	One Act Play (Hindi)				
38.	One Act Play (Sanskrit)				
39.	Short Film in Haryanvi				

(Signature with Stamp)

Checklist of documents to be enclosed:

1. Duly Signed Terms & Conditions (**mandatory**)
2. Proof of previous Achievements of trainer/coach (mandatory)
3. Invoice must have mentioned GST, PAN and firm registration details
4. Affidavit of G.S.T. exemption (if applicable)
5. _____
6. _____

Terms & Conditions

Please read all the terms and conditions carefully to avoid any audit objections or other complication at later stage.

1. Mere inviting quotation does not create any right in favour of the firm/individual for hiring of services/allotment of work.
2. **The dresses, ornaments, makeup, props/Instruments/Music System/Mic./Speakers & other items etc. required during rehearsals, participation and performance will be arranged by the concerned firm/individual who got the order to prepare the students for an item and no extra payment will be made for the same.** The rates may be quoted accordingly. The quality of dresses/ornaments/makeup items/props will be shown by the firm/individual to the committee at the time of negotiation. They will be personally liable for any damage and loss of any dress, props, accessories etc.
3. **Rates quoted for an item must be inclusive of all taxes i.e. GST (if applicable) etc.** Any claim other than quoted rates will not be entertained.
4. The firm/individual should have G.S.T. No. & HSN/SRC printed on the quotation as well as on the invoice. If exempted, then an undertaking in the form of **affidavit (attested by the notary that firm/individual has the annual turnover of less than Rs.20,00,000/-)** is essentially required.
5. The Quotation, Invoice, PAN Card, bank Account, GST etc. must be in the name of firm/individual concerned. TDS will be deducted @10% if PAN Card is available otherwise @20%.
6. The rates quoted for any item of cultural activities will be considered for rehearsal of **15 days** or more including participation/performance day. If the actual numbers of days are less than 15 days including rehearsal/participation days, then the payment will be calculated as:
= Approved rate X Actual Days / 15
7. The firm/individual will not be entitled for the work allotment only on the basis of lowest rates. Previous achievements of the firm/individual as an individual and in events at National level, State level, University level, Ratnawali, Inter-Zonal and Zonal Youth Festivals etc. will also be considered in addition to the lowest rate.
8. The Committee may allot the work to a firm/individual **even if the rates quoted are not lowest one, on the basis of achievements and upto the satisfaction of the committee.** To ensure the quality of training, the quotations must contain the name and documents of achievements/experience of the Director/coach who will train the students during rehearsals. The Committee would also verify the achievements at the time of negotiations.
9. If any item is withdrawn by any firm/individual at the time of negotiation then reason/justification for same should be submitted in writing.
10. The Contingent In-charge(s), UTD will decide the events in which students will perform. The Contingent Incharge(s) will decide if a team (even after rehearsal) meets minimum standard to perform the event on the stage. **In case, the team is found unfit for performance at the time of competition by the Contingent In-charge(s) then it will not perform and payment will not be made for the said event to the concerned firm/individual.**
11. **The firm/individual, to whom the work has assigned, must have to complete the given task in the given time. If any firm/individual left the task incomplete, that will be blacklisted from the University and will be debarred for assigning any work in future.**
12. The firm/individual, to whom work is allotted, will **submit the bills within ten days** from the date of completion of the work to avoid unnecessary delay in making payment.

Declaration: I have properly read and understood all the terms and conditions mentioned above (Sr. No. 1 to 12) and completely agreed for the same and I shall abide by the above terms and conditions.

Dated: _____

**Signature
(With Stamp)**