



Indian Institute of Management, Lucknow

Prabandh Nagar, IIM Road, Lucknow-226013

www.iiml.ac.in

NIT No. IIML/Pur/22/2023 dated 13-02-2023

Notice Inviting Tender (NIT)

(Short Notice)

**For Tentage, Lighting and other associated services
during the 37th Convocation of IIM Lucknow
scheduled on 18th March 2023**

BACKGROUND INFORMATION

Indian Institute of Management Lucknow, an autonomous public business school, is fourth in the prestigious IIM family to be established after IIM Calcutta, IIM Ahmedabad, and IIM Bangalore.

The 37th Convocation of the Institute will be held on Saturday, 18th March, 2023 at the IIM Lucknow Campus. The graduating students of PGP, PGP-ABM, PGP-SM, PGPWE, IPMX, DPM and EFPM will be awarded Degrees during the convocation.

The bids are invited in two bid systems (Technical Bid & Financial Bid in 2 separate envelopes) from reputed vendors, meeting the eligibility criteria mentioned in this tender document, in the format provided with this tender document. A free view of the tender document is available on the website of the Institute (<http://iiml.ac.in>) and CPPP E-Publish (<https://eprocure.gov.in/epublish/app>). Interested vendor/agencies are requested to download the tender document and submit the duly filled bid with the required enclosures on or before the due date and time.

IMPORTANT DETAILS

Tender submission start date	13.02.2023
Last Date and Time for submission of Tender	20.02.2023 @ 11:00 AM
Date and Time for opening of Technical Bid	20-02-2023 @ 11:30 AM
Date, time & Venue for Presentation	Will be intimated later to the technically qualified bidders
Bids are to be submitted	The Chief Administrative Officer Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow- 22613(U.P.) Phone No. 0522-6696988 /29/17
Venue for the opening of Technical and Financial Bids	Office of the AO (Pur. & Stores), Samadhan Building Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow- 22613(U.P.) Phone No. 0522-6696988 /29/17
Estimated Tender value	Rs. 10,00,664/- (Rupees Ten Lakh Six hundred and sixty four only)
Earnest Money Deposit	Rs. 20,000/-
Validity of bid	The bid/Rates should be valid for a minimum period of 60 days.

Chief Administrative Officer

GENERAL CONDITIONS OF TENDER

1. TENDER INSTRUCTIONS

- i. Responses to the tender must be submitted in accordance with the following instructions. These instructions are designed to ensure that all providers are given equal and fair consideration. It is important that you provide all the information requested in the format and order specified.
- ii. Indian Institute of Management Lucknow invites offers in prescribed format (**Annexure A & B to be submitted in separate envelopes**) from reputed vendors/agencies. The envelope containing Technical Bid shall be superscribed “**Technical Bid** against NIT No. IIML/Pur/22/2023 dated 13-02-2023 for Tentage, lighting and other associate services during convocation, IIM Lucknow”. Similarly, the envelope containing Financial Bid shall contain “**Financial Bid** against **NIT No. IIML/Pur/22/2023 dated 13-02-2023** for Tentage, lighting and other associate services during convocation, IIM Lucknow”. Both these envelopes shall be put in a bigger envelope. All the envelopes shall be sealed properly and contain the name of bidder and NIT number.
- iii. The duly filled Technical bid (**Annexure-A**) should be submitted along with the necessary documents in support of the eligibility criteria on or before due date & time.
- iv. The bid should be submitted (by hand/speed post/ courier) within the due date by the bidder to “**The Chief Administrative Officer, Prabandh Nagar, IIM Road Lucknow, UP-226013**”. **Late submission of bid will not be accepted.**
- v. Tenderer who has downloaded the tender from the Govt. site shall not tamper/modify the tender document including downloaded price bid (BOQ) template in any manner. In case, if the same is found to be tampered/modified in any manner, the tender will be completely rejected and EMD would be forfeited.
- vi. **Amendments to Bidding Documents:** At any time before the deadline for submission of Bids, the IIM Lucknow may, for any reason deemed fit by it, can modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.
- vii. All pages of the Bid should be stamped, signed, page numbered and indexed.
- viii. All Payments will be made electronically through NEFT/RTGS, and therefore the firm is requested to submit the bank details while raising the bill(s) (Name of firm, Name of Bank, Account Number, Name of branch and code & IFS code) and against the bill in duplicate.
- ix. The bidder shall not make any changes in the downloaded tender document. In case any such changes made by bidder, the original bidding documents shall be final for any future reference or clarification.
- x. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
- xi. IIM Lucknow reserves the right to reject any/all of the offers without assigning any reasons thereof. The bidders may seek clarification with this office from Monday to Friday between 0930hrs. to 1700hrs.) on 0522-6696932 or 6696917.

2. **SCOPE OF WORK:** – The convocation is one of the most important events in any educational institute. IIM Lucknow is looking for service provider(s), who are experienced in carrying out similar nature of work in past and who can use excellent / brand new items for providing Tentage, Lighting and other associated services during the 37th Convocation of IIM Lucknow scheduled on 18th March 2023 and on 17th March 2023 for rehearsal. **The set must be made ready one day prior to the event.** The full details of requirements have been provided in the **Financial Bid (Annexure-B)** The required vendor should meet the minimum criteria as mentioned in this tender document under the ‘ELIGIBILITY CRITERIA’.

3. ELIGIBILITY CRITERIA:

- i. The bidder should have a valid GST number (Enclosed valid GST Certificate).
- ii. The bidder should have minimum **average turnover of 10 Lakh** during last 3 Financial Year 2022-23, 2021-22 & 2020-21 (enclose CA certificate showing annual turnover or Balance sheet)
- iii. The bidder should be in business for providing 'Tentage, Lighting and other associated services for **a minimum last 5 years** (Enclose Registration Certificate /GST having date of registration).
- iv. The bidder should have experience of providing similar services and during the last five years, the bidder should have completed **one similar work** i.e. 'Tentage, lighting and other associated services during the Convocation Ceremony of any eminent Educational Institute'. (Enclose one work order/completion certificate)
- v. The bidder must enclose photographs of the major items, which will be used, in case the work is awarded and the bidder may also submit photographs of the event, during which he has provided similar services. The tender evaluation committee may ask the bidder to bring the samples to IIM Lucknow campus for inspection and based on the quality of the samples material, the tender evaluation committee will decide the bidder's eligibility.
- vi. The bidder should not have been black-listed by Central/ State Governments/ PSUs at any point of time. There should not be any criminal proceedings / conviction against the bidder at any point of time (Please submit signed & stamped).

4. DISQUALIFICATION: The proposal is liable to be disqualified in the following cases

- i. Proposal is not submitted in accordance with this document.
- ii. During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- iii. Proposal is received after the due date and time.
- iv. Proposal is not accompanied by all requisite documents.
- v. Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- vi. If Quotation is received without EMD or valid MSME certificate issued to the bidder for similar services.
- vii. If Quotation is not addressed to The Chief Administrative Officer (CAO), Indian Institute of Management Lucknow, Prabandh Nagar, Lucknow-226013.
- viii. If the bidder has been black listed by any Government/PSU/Autonomous organization.

5. BID SUBMISSION PROCESS: The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the Tender Evaluation committee at the first instance and the technical bids will be evaluated.

6. EVALUATION OF BIDS: The evaluation of bids will be done by the committee constituted for the purpose. The committee members will evaluate the bids as per submitted documents/ photographs. The tender evaluation committee may ask the bidder to bring the samples to IIM Lucknow campus for inspection and based on the quality of the material by the tender evaluation committee, the bidder's eligibility will be decided. The bidders found to be eligible, will be declared as 'Technically qualified bidders'.

The Financial bids will be opened of only 'Technically qualified bidders' and the bidder quoting the lowest rate will be awarded the work, subject to the approval of the Competent Authority.

- 7. EARNEST DEPOSIT MONEY:** Bidders are required to deposit an amount of Rs. 20,000/- (Rupees Fifty thousand only). Towards Earnest Money Deposit (EMD) to below mentioned bank account of Institute on or before the last date & time mentioned above. EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at appropriate place. NSIC /MSME registered firms are exempted from submission of EMD on uploading of valid MSME certificates.

Bank Account No.	07231450000294
Name of Bank & Type of Account	HDFC/Savings
IFSC Code	HDFC0000723

EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be kept as Security Deposit and will be returned after completion of the awarded work. In case, the bidders provide false or misleading information or make changes in the downloaded document or provide forged documents or hide facts relevant to tender / bidder, EMD of such bidder may be forfeited. Such action can be taken at any stage of the bidding process i.e. during or after process.

- 8. SUB-STANDARD MATERIALS AND RISK & COST CLAUSE:** Any material rejected by IIM Lucknow shall be removed from the site immediately on issue of instructions to this effect by IIM Lucknow. Failing this, IIM Lucknow shall have the right to get these removed and replaced at the RISK and COST of the contractor and the contractor shall have no claim whatsoever in this regard.

In case the successful bidder/contractor is not able to provide the services as per the terms and conditions of this tender document and to the satisfaction of IIM Lucknow, IIM Lucknow reserves the right to get the work done from the open market at the risk & cost of successful bidders. In case, the security deposit is not sufficient for such recovery, the successful bidder will be bound to pay the additional amount i.e. amount spent over and above the contract value plus the security deposit.

- 9. JURISDICTION:** The contractor shall be subject to the jurisdiction of courts of Lucknow only.

- 10. FORCE MAJEURE :** Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements. The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure.

SPECIAL CONDITIONS

1. All signature in tender documents shall be dated as well as all the pages of all sections of tender document shall be initiated at the lower right hand corner and signed wherever required in the tender papers by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of tender.
2. No mobilization advance will be paid to the contractor.
3. The rates quoted by the contractor and accepted by the Institute shall be firm and fix for the above work and no escalation shall be paid to the contractor in this account.
4. In case Institute is not satisfied with the performance of contractor, the Institute is empowered to get the work completed by other agency and debit the expenditure on contractor's account. No objection or claim, what so ever on this account will be entertained.
5. Rates Given should be inclusive of all Central, State and Local taxes including GST (should be mentioned separately) on works contract.
6. Rates shall be deemed, inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws.
7. IIML, reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.
8. In case of defective works the same shall be rectified by the Contractor at his cost.
9. IIM, Lucknow reserves the right to terminate the agreement/work contract even without giving notice in the event performance of the contractor is not found satisfactory.
10. Income Tax as per the rules will be deducted from the bill and the amount so deducted will be credited to the Income Tax authorities and a certificate of the amount credited will be issued by the account section of IIM, Lucknow.
11. Prevailing Turnover Tax will be recovered as per Government rules if applicable.
12. The dispute, if any, will be referred to the Director, IIM and his decision will be final and binding.
13. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
14. Prior intimation will have to be given to Engineer In-charge/AE by the contractor if he proposes to work on Sundays or any other holidays. The additional cost of wages and any other cost by overtime or shift work shall be borne in full by the contractor.
15. The terms & conditions given in quotation Inviting Notice are also the part of the General terms & condition.

Information to be furnished by the Bidder

1.	Name of the Supplier/ Organization /Agency/Firm.	:	
2.	Address	:	
3.	Contact Phone number/s: Mobile Email ID	: : :	
4.	Year of Establishment	:	
5.	GSTIN		No.
6.	Authorized dealership/distributorship; if any		
7.	Year of Establishment	:	

Note:

- a) The relevant information sought in proforma below may be mentioned in short against the points. Detailed documents/certificates etc. may be enclosed).
- b) This is to certify that we have understood the provisions of tender document and all the information given by us in tender document is true to the best of my knowledge.
- c) Details shall strictly be submitted in prescribed format as per tender document.

Signature of the Applicant

Bill of Quantity of Hiring of Tentage Services for two days on Convocation Day of IIM Lucknow

Sl. No.	Description of Item	Qty.	Unit	Estimated Unit Rate for 2 days (in Rs.)	Total Amount in Rs.
1	Media Printing Work:-				
a.	Providing and installation of Flex T shape entrance gate. (8ft horizontal and 10 ft vertical height, fabricated with iron square pipes), complete job in all respect. Location: IIM Roundal, IIM Main Gate & Samadhan Parking.	3	Nos.		
b.	Providing and installation of Flex Back drop. (20ft horizontal and 10 ft vertical height, fabricated with iron square pipes), complete job in all respect. Location: Convocation Stage.	1	No.		
c.	Making of Selfie Points with flex boards etc.	2	Nos.		
2	Photo Session area: -				
a.	Making of platform with 4 steps, fabricated with iron scaffolding as per the design followed in past years, size approx. 60 ft. (The frame should be sturdy enough to carry the load of 200 students) along with making provision for small steps (one side) to climb on the main platform. This steps platform is covered with white sheets on all sides. Location: Behind Samadhan Building.	1	Job		
b.	Laying of 30 chairs with cover at the front row. Laying of red matting in front of the front row of area approx. 1500 Sqft. And laying of matting on existing brick steps.	1	Job		
3	Convocation Stage Preparation:-				
a.	Making of side wall (View cutter) with white /red fabric approx. length 100 ft one side and 12 ft height. Location: Convocation Stage	2	Sides		
b.	Laying of red matting with single white sheet on it of size 10000 Sqft approx. area on stage Location: Convocation Stage	10,000	Sqft		
c.	Flower decoration with high class flowers, of stage back wall of 8 ft height and 100ft length and, Podium, dais etc, making of entrance gate (6 nos.) of approx. size 10 ft wide, with different kind of flower as per approved by Officer in Charge and the same will be finalized in Presentation of tender. Location: a. Convocation Ground= 5 nos., b. Dining area = 1 no.	1	Job		
4	Light, Sound & Electrical Works (Vendor should be of a Govt. License of A-class category):-				
a.	Stage light: Focus Halogen/Highmast light of 1000 watt Location: Convocation Stage = 10 nos., Convocation ground side building terrace = 40 nos.	50	Pcs		

	b.	Focus LED light of 500 watt (Green colour for trees). Location: Convocation Ground and Dining area.	50	Pcs		
	c.	Focus LED light of 500 watt (white light for ground from light poll. Location: Convocation Ground and Parking area.	50	Pcs		
	d.	Focus LED light of 250 watt, white light for (Dining Area): a. Kitchen = 10 nos., b. Counter = 2X30 =60 nos. (6 lights in each counter), c. Pathway = 10 nos. Location: Dining area	80	Pcs		
	e.	Focus hellogen/highmast light of 2000 watt (white light) Location: Dining area.	10	nos.		
	f.	Providing colored Jhalar light on Trees: Location: a. In Convocation area = 1000Mtr, b. In Dining Area = 700 Mtr	1700	Meter		
	g.	Providing and laying temporarily of following size of cable.				
		a) 16 sqm single core aluminum cable. Location: all around the Convocation area	450	Meter		
		b) 10 sqm single core aluminum cable Location: all around the Convocation area	250	Meter		
	h.	Providing extension board having 1 no. 16 amp. Switch/ socket and 4 nos. 6 amp switch/socket Location: all around the Convocation area	20	nos.		
	i.	a). Providing Soundless Pedestal fan: Location: Convocation stage	16	Nos.		
	j.	b). Providing Farrata Pedestal fan Location: Convocation ground	20	Nos.		
	k.	Providing PA system complete having with battery backup including big stand 3 nos., Podium Flexible Mike 2 Nos. & Table Mike 3 Nos. Sound system (JBL, Sure etc. or equivalent sound system with 14 speakers) and monitor, for Location: Convocation Area.	1	Set		
	l.	Providing PA system complete Sound system (JBL, Sure etc. or equivalent sound system with 6 speakers and two mike, for Location: Dining Area.	1	Set		
	m.	LED Wall Display (size: 12'x10') with Video Camera for Live Display and camera operator and wire required for connection with speakers etc. Location: a. 6'X10' = 4 nos (i.e. 2 panels of 10'X12') for Convocation Ground and b. 10'X12' =2 nos. for Hall-3 and Hall-2 at Bodhigrih-II.	4	No.		
4	Convocation Ground Preparation					

	A	Making of side wall along with Library and BG-1 (2 sides) length approx. 250ft X height approx. 12 ft.	2	Sides		
	b.	Laying of matting in ground approx. area 100 ft. X 225 ft.	22,500	Sqft		
	c.	Laying of Red colour matting on passage (Completely new matting), Approx. area 6000 sqft)	6,000	Sqft		
	d.	Laying of cushion steel chairs with white covering.	2500	Nos.		
	e.	Laying of dinner table of size 2.5ftX5ft with white sheet covering for keeping water, PA system, console, cameras, medical camp, procession Hall (BG-1) etc.	15	Table		
	f.	Laying of table of size 8ftX4ft with white sheet covering for keeping LED wall.	4	Table		
	g.	Supply of Large size mirrors of size 2'x4'.	15	nos.		
	h.	Supply of 500ml packaged drinking water bottle of (Bislari /Kinley /Aquafina.	2500	Nos.		
	i.	Supply of 200 ml Tetra Juice packs (mixed fruit) (Real brand)	1000	Nos.		
5	Tent for Buffet Counter (Dining area behind Chintan Building):-					
	a.	Making of Tent for Buffet counters of 36'X18' size with top covering.	15	nos.		
	b.	Supply of tables with cover/frill etc. for following areas: i. 6 tables X 15 Buffet counters, =90 nos. ii. Tables for sweet counter = 15 nos., iii. Tables for salad and plates= 15 nos. iv. Table for Water counter = 4 tables,	124	Table		
	c.	Supply of tables with cover/frill etc. for: Round Table for seating (large size of 8 chair capacity).	8	Table		
	d.	Supply of tables with cover/frill etc. for: Square/rectangle Table for standing use of dining.	10	Table		
	e.	Cushion Chairs with cover for seating at round table.	100	nos.		
	f.	Making of tent for kitchen of size 20'X40' with top covering.	2	nos.		
	g.	Supply of water drums	6	nos.		
	h.	Supply of Takhat	10	nos.		
	i.	Supply of Table in kitchen area	30	nos.		
	j.	Supply of matting in Lawn	20,000	Sqft		
	k.	Supply of dustbins	100	Nos.		

	I.	Covering of side by making of wall with white fabric sheet all around the dining area in both the location where dining proposed. All three side of dining area.	1	Job		
			TOTAL Rs.			
			GST Amount Rs.			
			Grand Total Rs.			

Note: -

1. Payment will be made as actual consumption of the quantity given above.
2. Contractors/Firms are strictly advised to see the work site before quoting the rates.
3. The lowest bidder will be decided based on "Quoted Grand Total Amount". In case of 'calculation error (if any), the unit rate will be totaled and L-1 will be decided accordingly.
4. The bidder must quote unit rate for each item. There may be variation in the quantity. In case, the bidder quotes 'zero/nil/blank' against, it will be assumed that the service for the said item will be provided by the bidder at no cost, even though there is change in quantity.

(Signature with seal of contractor/firm)